

**Office of Secretary, Food, Civil Supplies & Consumer Affairs Department,
Government of Uttarakhand**

S.No-171/XIX-1/2026

Dated 26/02/2026

Government of Uttarakhand Office Of Secretary, Food Civil Supplies & Consumer Affairs Department invites suitable candidate (**Individual Consultant**) to be deployed on contractual basis at Dehradun. The selected candidate (01 no) shall assist the office of Secretary, Government of Uttarakhand Food, Civil Supplies & Consumer Affairs Department with consulting inputs on project monitoring of the development programme initiatives being undertaken by the Government of Uttarakhand.

The detailed Qualification Criteria, Job Description and Key Roles & Responsibilities of the position can be downloaded from the website <https://fcs.uk.gov.in/>. Intrested candidates may send their detailed resume to the email- foodsection.2016@gmail.com or submit the same at the address mentioned below on or before 5.00 PM, 20 March 2026.

Address- Office of the Secretary, R.No:17, Ground Floor, Vishwa Karma Bhawan, Uttarakhand Secretariat (Ph. 0135-2712093)

**(Anand Swaroop)
Secretary**

TERMS OF REFERENCE: Individual Consultant (Project Monitoring)

1	Name of Position	Individual Consultant (Project monitoring)
2	Number of Position	One (1)
3	Method of Recruitment	Contractual engagement
4	Report To	Secretary, Govt. of Uttarakhand
5	Age Limit	Candidates should be below 45 years of age as on the date of advertisement
6	Period of Contract	Three years (to be reviewed every year for extension)
7	Remuneration (Per Month)	Up to ₹2,00,000 (10% escalation every year upon satisfactory performance appraisal)
8	Engagement term	Regular working days and hours
9	Leaves	Maximum of 2 days of paid leave per month (apart from Government Holidays).
10	Other benefits	Laptop, Office space, Vehicle for office use

Key Responsibilities:

The incumbent shall assist the Secretary, Government of Uttarakhand in **monitoring, coordination, and performance oversight** of departmental programmes/projects and shall undertake any other work/assignment as delegated by the Secretary from time to time.

- i. Act as a **Project Monitoring Consultant** to support and coordinate with departments, consultants, PMUs/PMCs, and staff engaged by the Office of the Secretary, Government of Uttarakhand for effective implementation and monitoring of developmental programmes and projects.
- ii. Assist the Secretary in **tracking project progress**, adherence to timelines, budgets, milestones, and deliverables, and in identifying implementation gaps, risks, and corrective measures.
- iii. Provide assistance to the Secretary in the **planning, monitoring, supervision, and review** of works, policies, and plans related to developmental programmes, including preparation of progress reports, dashboards, and review notes.
- iv. Support the Secretary in **introducing innovative and data-driven approaches** for project monitoring, evaluation, and improvement of policy and operational outcomes.
- v. Provide **project management and technical monitoring support**, including review of DPRs, implementation plans, procurement status, contract performance, and compliance with applicable guidelines and procedures.

- vi. **Facilitate effective coordination and cooperation** with other State Government departments, field units, and internal stakeholders across government offices to ensure convergence, timely decision-making, and resolution of inter-departmental issues.

Qualifications & Relevant Experience:

- i. **Minimum 7 years of post-graduate professional experience in government departments / government advisory consulting, with demonstrated experience in programme and project monitoring, coordination, and performance oversight.** Candidates with 10 years or more of relevant experience in State Government-led programmes shall be preferred.
- ii. **Post-Graduation in STEM disciplines, such as Computer Applications, Geoinformatics, Information Technology, Engineering, or allied fields, with extensive experience of working on government projects in key roles including System Manager / Project Lead / Project Manager / Nodal Officer / Project Coordinator, etc.**
- iii. **Proven professional consulting and technical advisory experience in multidisciplinary project teams on large-scale government programmes and projects, including projects involving significant public investments and project finance.** Experience of working on multilateral / externally funded projects shall be considered essential.
- iv. **Demonstrated proficiency in procurement processes, project formulation frameworks, and related documentation, with experience of compliance to Government rules and guidelines.**
- v. **Strong leadership and managerial skills, with the capacity to design, plan, and operationalize innovative, technology-enabled monitoring systems, and to effectively undertake responsibilities assigned at the required senior advisory level.**
- vi. **Excellent analytical, strategic planning, and system-based monitoring skills, with proven ability to manage multiple work streams, dashboards, MIS/GIS platforms, and review mechanisms to maximize programme outcomes.**
- vii. **Strong interpersonal and coordination skills, with the ability to liaise effectively with line departments, technical agencies, consultants, and external stakeholders on institutional and programme-related matters.**
- viii. **Excellent written and verbal communication skills in English, with demonstrated experience in preparation of technical notes, monitoring reports, presentations, and decision-support documents for senior**

- government officials.
- ix. Prior experience of working with or assisting the Government of Uttarakhand / State Government agencies as System Expert/Team Leader/Project Manager/Consultant in PMU/PMC environments or directly within departments shall be highly preferred.

(Secretary)
Government of Uttarakhand