

उत्तर प्रदेश राज्य ग्रामीण आजीविका मिशन, ग्राम्य विकास विभाग

प्रथम तल, एल्डेको कॉर्पोरेट टावर, विभूति खंड, गोमती नगर, लखनऊ

निविदा संख्या: 252 / आई० एस० ओ०/2017-2018

दिनांक: 11 मई 2017

**नोटिस - आई० एस० ओ० प्रमाणन हेतु विशेषज्ञ का चयन**

उत्तर प्रदेश राज्य ग्रामीण आजीविका मिशन, लखनऊ आई० एस० ओ० प्रमाणन के लिए दस्तावेजों को तैयार करने हेतु व्यक्तियों से मुहरबंद लिफाफे में नवीनतम सी० वी० (निर्धारित प्रारूप) पर दिनांक 30/05/2017 को 03:30 बजे तक आमंत्रित करता है। काम से संबंधित सभी विवरण वेबसाइट [srhm.up.nic.in](http://srhm.up.nic.in) से डाउनलोड किया जा सकता है



मिशन निदेशक

उत्तर प्रदेश राज्य ग्रामीण आजीविका मिशन

# UTTAR PRADESH STATE RURAL LIVELIHOODS MISSION

First Floor, Eldeco Corporate Tower, Vibhuti Khand, Gomti Nagar, Lucknow

No.: 252 /ISO/2017-2018

Dated: - 11-May -2017

## Notice for Hiring of ISO Certification Expert

Uttar Pradesh State Rural Livelihoods Mission, Lucknow invites sealed envelopes containing updated resumes in the (prescribed format) from interested individuals latest by 30/05/2017 till 03:30 p.m. for drafting of documents for ISO Certification. All details related to the assignment can be downloaded from website [srlm.up.nic.in](http://srlm.up.nic.in)



Mission Director

Uttar Pradesh State Rural Livelihoods Mission

## **TOR: CONSULTANT TO SUPPORT UPSRLM FOR OBTAINING ISO: 9001 CERTIFICATION**

UPSRLM proposes to establish ISO: 9001 system and for the same an individual consultant is to be hired to assist UPSRLM in developing proper documentation and suggest necessary actions. Applications are invited from eligible individual consultants for the purpose of ISO certification of UPSRLM-SMMU office. The entire assignment is for a duration of 25 days.

### **I. The scope of work**

- a) Preparation of action plan for obtaining ISO-Certification
- b) Situational and gap analysis for ISO-Certification
- c) Conducting ISO awareness programs for office staff
- d) Training the members/ office staff on the requirement of ISO: 9001
- e) Preparation of quality management system (QMS) documentation:
  - I. Quality manual
  - II. Procedures, process instructions
  - III. Formats
- f) Training of internal quality auditor
- g) Conducting first internal audit and closure of non-conformances
- h) Conducting first management review meeting and closure of actions
- i) Training on seven QC tools and lean concepts
- j) Conducting second internal audit and closure of non-conformances
- k) Conducting second management review meeting and closure of actions
- l) Review the QMS document before final submission
- m) Liaison with ISO certification bodies
- n) Filling of Mission documents for ISO-Certification body
- o) Getting the organization ISO certified

### **II. Eligibility Criteria:**

- a. Post Graduate Degree/Post Graduate Diploma in commerce, finance and control, economics, law, rural management, social work, company secretary etc.
- b. In-depth knowledge and a full understanding of the ISO-certification issues in the State
- c. At least 7 years of progressively responsible professional work experience in certification at state and district levels
- d. At least have helped 15 organizations in achieving ISO: 9001 certification
- e. Excellent oral and written communication skills in English and Hindi with good computer skills
- f. Ability to work effectively in a team and interacts persuasively with a range of stakeholders, and travel extensively.

Annexure 1:

Format for Resume  
(All details to be in chronological order)

Personal details:

Qualification:

Experience Post Qualification: Roles and Responsibilities

Details of Organization (both Government and Private) which have been ISO certified:

Date and Signature:

Place: