



Hiring of Consultants in Ambedkar University Delhi (AUD)

The Dr. B. R. Ambedkar University Delhi (AUD) was established by the Government of the National Capital Territory of Delhi through an Act of Legislature in 2007. It presently has three campuses in Delhi and conducts research, postgraduate & undergraduate programmes in social sciences and humanities.

AUD invites applications from willing and eligible individuals for engagement of one Consultant (on contract basis) retired from Government service with grade pay of Rs. 5400/- or equivalent (6th CPC scale). The engagement shall initially be for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the individual.

Terms and Conditions

1. Eligibility:

Persons retired from Government service with grade pay of Rs. 5400/- or equivalent (6th CPC scale) are eligible for the post. The Consultant can serve up to age of 65 years.

2. Qualifications, Knowledge and skills required :

- (i) The applicant should have a rich background and experience in establishment and administration matters, especially in the Government sector.
- (ii) Should be capable of independently functioning in a multidisciplinary environment.
- (iii) Should have good communications, interpersonal and management skills with ability to work in a deadline driven environment.
- (iv) Should be well versed in MS-Office/ Excel and internet.
- (v) Should have expertise in noting/ drafting & office procedure, etc.

3. Scope of Work/Job Responsibility:

- (i) Assist in carrying out HR and Establishment functions including framing recruitment rules, issue advertisements, recruitment process, making appointments etc.
- (ii) Service matters such as maintaining service book record, reservation roaster, promotions, retirement, disciplinary action, sanction of leave, awarding incentives etc.
- (iii) Implementation of revised pay scales, preparation of salary bills, pension bills etc.
- (iv) Matters pertaining to leave, Leave Travel Concession, police verification, deputation, transfers, vigilance matters, Court cases etc.

4. Remuneration:

A consolidated remuneration on the basis of last pay drawn minus basic pension plus DA at applicable rates will be paid to the Consultant.

5. Engagement:

The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the University. The initial engagement period shall be one year which may be extended subject to requirement and satisfactory performance.

6. Drawl of Pension:

- (i) The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- (ii) The engagement as Consultant shall not be considered as a case of re-employment.

7. Leave:

- (i) The Consultant shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year. Any other rule approved by AUD shall also be applicable.
- (ii) The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

8. Timings:

The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

9. **Confidentiality of data and documents:**

- (i) The Consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected during the course of assignment without the express written consent of AUD.
- (ii) The Consultant shall be bound to hand-over all documents/ records to AUD before the expiry of the contract, and before the final payment is released by the University.

10. **Conflict of interest:**

- (i) The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the University nor will he indulge in any activity outside the terms of the contractual assignment.
- (ii) The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with this University.

11. **Termination of Agreement:**

The University may terminate the contract to which these terms apply, if:-

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the work output is not to the satisfaction of the Controlling Officer/ Competent Authority in the University.
- (iii) The Consultant is found lacking in honesty and integrity.
- (iv) The Competent Authority in the University may also terminate the contract at any time without giving any notice and also without assigning any reason.

12. **How to apply**

Applicants send their CV giving out details of qualifications, experience, achievements etc to the **Deputy Registrar (HR), Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi 110006** on or before 06.08.2018 upto 05:30 PM. Alternatively, the same can be sent through e-mail to drhr@aud.ac.in


Deputy Registrar (HR)