

TERMS & CONDITIONS FOR THE POST OF CONSULTANT
GENERAL ADMINISTRATION

i) **Educational Qualification:**

- Bachelor's degree from a reputed University / Institution / Board recognized by Govt. of India / approved by Govt. regulatory Bodies
- Or,
- Officers, who retired in the pay level of 8 and above from Central government/PSUs/ Autonomous or Statutory organizations

ii) **Experience:**

- 03+ years' experience of working in Administration/HR management
- Litigation matters, RTI matters, etc
- Processing of Establishment/Administration/Vigilance matters
- Examination of policy issues, Bills etc
- Government purchasing through e-tendering, GeM, CPP Portal as per GFR-2017

iii) **Professional Skills**

- Well conversant in noting & drafting, GFR-2017, Proficiency in MS Office, MS Excel, Power Point etc.
- Displays high standards of ethical conduct.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently.

iv) **Age Limit:**

- Should not be more than 55 years on the last date for receipt of application.
- For GOI Retired officer/official not exceeding 62 years

v) **Remuneration:**

- The consultant (E-Governance and Information Technology) will be paid a consolidated remuneration p.m.
- Consultant shall not be entitled to any allowance etc.



vi) **Drawal of Pension:**

- 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
- The engagement as Consultant shall not be considered as a case of re-employment.

vii) **Scope of Work/ Job Responsibilities:**

The Consultant's duties will include, but not be limited to the following:

- Coordinating the work of office Administration, Establishment, tendering
- Any other work assigned by the superiors from time to time.

