

(Advertisement No.04/2019 Date: 12/07/2019)

### RECRUITMENT NOTIFICATION

Applications are invited from Indian Nationals Retired from IITs, NITs, IIMs, other Centrally Funded Institutions and Central Government Offices for appointment as Consultant (on contract) in Audit Section and Procurement Section related matters. Candidates should apply on the enclosed application form with enclosures along with Certificates/documents/service records.

The persons who fulfill the eligibility criteria and are willing to offer their services as Consultants one each in the area of Audit and Procurement related services, may submit their duly filled in application with all enclosures alongwith a copy of PPO, on or before **29<sup>th</sup> July, 2019 upto 05:30 PM** to the **Registrar, NIT Uttarakhand, Temporary Campus, Government ITI, Srinagar (Garhwal), Uttarakhand-246174.**

Recruitment of Consultants (on contract) in Audit / Procurement related services			
S. No.	Name of Post	Number of posts	Essential and Desirable Qualifications
1.	Consultant i. Audit ii. Procurement	Two (02)	<b>Essential:</b> A Bachelor's Degree in any discipline from a recognized University/ Institute.  <b>Experience:</b> At least 10-15 years of administrative experience in the NITs/IITs/IIMs/Other Centrally funded Institutions, Central Govt. Offices, PSUs, PSBs, MNCs etc. at an appropriate level with experience in Audit, Procurement etc. related matters.
Scope of Work/Job responsibilities			
<b>Consultant (Audit)</b>		Performing of duties related to all financial matters viz. Accounting, Auditing, Banking, Fund Management, all Income Tax, Sales Tax and GST related compliances etc. He/she will report to Director/Registrar for the above assignments.	
<b>Consultant (Procurement)</b>		Performing of duties related to all procurement matters viz. tendering through GeM, e-Procurement portal, execution and contract management under the GFR-2017 norms. He/she will report to Director/Registrar for the above assignments.	

#### GENERAL TERMS & CONDITIONS:

1) **Eligibility Criteria**

- (i) **Age Limit:** No Bar.
- (ii) **Computer Literacy:** Computer literacy/proficiency in computer operation is must.
- (iii) **Communication and Drafting skill:** Should have good communication and interpersonal skill with a strong flair for depth handling of work relating to job description, as mentioned above with good academic record and strong communication skill.

- 2) **Period/type of Engagement:** The candidates will be appointed on contract basis for an initial period of six months and may be further extended, subject to functional requirements as also subject to appraisal of the performance of the Consultants and

after approval of the Board of Governors of NIT Uttarakhand. The engagement of the Consultants will be purely on contract basis and will not confer any right for regular appointment in the Institute. The post(s) are based in Srinagar (Garhwal), Uttarakhand and Jaipur (Rajasthan).

- 3) **Method of Selection:** The shortlisted candidates will be interviewed by a Selection Committee constituted for this purpose, whose decision will be final and no correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate. NIT Uttarakhand may undertake police verification of the selected candidates, if required.
- 4) **Accommodation:** No accommodation or House Rent will be provided by the NIT Uttarakhand.
- 5) **Remuneration:** The maximum amount of monthly consolidated fee payable to different categories of Consultants shall be as under:

S.No.	Pay Matrix Level (Grade Pay)	Remuneration (in ₹)
1.	Pay Matrix Level – 8 (GP: ₹4800/-)	₹37,000/-
2.	Pay Matrix Level – 9 (GP: ₹5400/-)	₹41,000/-
3.	Pay Matrix Level – 10 (GP: ₹5400/-)	₹43,000/-
4.	Pay Matrix Level – 11 (GP: ₹6600/-)	₹53,000/-
5.	Pay Matrix Level – 12 (GP: ₹7600/-) & above	₹61,000/-

**NOTE:** The total monthly remuneration and the Pension drawn by the consultant shall not be more than Last Pay Drawn by him calculated at the current rates of Dearness Allowance and the same will be fixed as per the instructions of DOPT OM No.16012/12/2005-Estt.(Allowances) dated 16<sup>th</sup> March, 2006 i.e. last pay drawn – Pension at present.

The remuneration will be decided by the Selection Committee, as per the level of experience and expertise of the candidate.

- 6) **Drawal of pension:** A retired Government official, if appointed as Consultant, shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Consultant. His/her engagement as Consult shall not be considered as a case of re-employment.
- 7) **Allowances:** The Consultants shall not be entitled to any allowances such as Transport Allowance, Dearness Allowance, Residential Telephone, Residential Accommodation, Medical reimbursement etc.
- 8) **Leave:** Consultants shall be eligible for 8 days Casual Leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 10 days in a year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

The Institute would be free to terminate the services in case of absence of a Consultant exceeding 10 days beyond the entitled leave in a calendar year.

- 9) **TA/DA:** TA/DA shall be admissible for joining the assignment or on its completion. The Consultants shall also be allowed TA/DA as per their entitlement for travel within the country in connection with the official work after approval of the Competent Authority.
- 10) **Evaluation of Performance of the Consultants:** There will be a continuous monitoring of the performance of the Consultants to ascertain that the output of the consultancy is in line with the given objectives.

- 11) **Restriction**: The appointment of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy.
- 12) **Working Hours**: The Consultant will adhere to office timings i.e. 09:00 AM to 05:30 PM. They will also mark their attendance. They may be required to work on Saturday, Sunday and Gazetted holidays also, if need be, for which no additional remuneration will be paid.
- 13) **Confidentiality of Data and Documents**: The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for NIT Uttarakhand shall remain with NIT Uttarakhand. No one shall utilize or publish or disclose of part with details of office, operational process, technical knowhow, security arrangements and administrative/organizational matters which is of confidential/secret nature, to a third party. The consultant shall be bound to hand over the entire set of records of assignments to NIT Uttarakhand before the expiry of the contract and before final payment is released by the NIT Uttarakhand. Consultant would be required to sign non-disclosure undertaking as per **Annexure-I**.
- 14) **Conflict of Interest**: The Consultant appointed by NIT Uttarakhand, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the NIT Uttarakhand.
- 15) **NIT Uttarakhand reserves the rights, as follows**:
  - (i) To decide to cancel the advertisement, and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation, whatsoever.
  - (ii) Termination of Agreement: NIT Uttarakhand may terminate a contract to which these Terms apply if:
    - a) The Consultant is unable to address the assigned works.
    - b) Quality of the assigned works is not to the satisfaction of the NIT Uttarakhand.
    - c) The Consultant fails in timely achievement of the milestones as finally decided by the NIT Uttarakhand.
    - d) The Consultant is found lacking in honesty and integrity.
    - e) The NIT Uttarakhand reserves the right to terminate the contract by giving 15 days' notice to the Consultant.
- 16) **Tax Deduction at Source**: There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Government for professionals from time to time.
- 17) NIT Uttarakhand shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the personnel.
- 18) The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- 19) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Government may deem fit.
- 20) The Consultants would provide secretarial services, office support in order to ensure a high level of efficiency and effectiveness of office administration.

## APPLICATION FORM

01.	Name:				Recent passport size photograph	
02.	Father's/Husband's Name :					
03.	Date of Birth:	Age as on 29.07.2019:	Gender:			
04.	Category:	Whether physically handicapped:				
05.	Email id:	Mobile:				
06.	Correspondence Address:					
07.	Permanent Address:					
08.	Educational Qualifications ( <i>enclose copy of all documents</i> )					
	<b>Qualification</b>	<b>Stream</b>	<b>University/Institute</b>	<b>Percentage</b>	<b>Year of Passing</b>	
	X					
	XII					
	UG					
	PG					
	Other					
09	Work Experience ( <i>enclose copy of all documents</i> )					
	Organization/Office/Institute	Designation	Scale of pay/ Pay Band	Period of Service		Nature of Job
				From	To	
10.	Date of retirement and the post from which retired (enclose copy of retirement order):		Date:	Post:		
11.	Name of the office from which retired					
12.	Last pay drawn Emoluments		Pay Matrix Level/GP: DA:	Basic Pay: TPT:		
11.	Pension Payment Order (PPO) <i>(please enclose the copy)</i>					
12.	Any other information which the applicant may like to furnish:					

13. I hereby certified that I have read the information and instructions given in Advertisement on the website i.e. [www.nituk.ac.in](http://www.nituk.ac.in) and the above information given by me are correct and complete. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of applicant

### FOR OFFICE USE ONLY

Inward No. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2019

Application No.C/2019/\_\_\_\_\_

(**Instructions:** This Non-Disclosure Undertaking should be signed by persons who are engaged on contract basis with or by NIT Uttarakhand)

**NON-DISCLOSURE UNDERTAKING**

To  
**The Director**  
NIT Uttarakhand  
Srinagar (Garhwal)

Sir,

I hereby undertake

- a) treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with NIT Uttarakhand which would otherwise conflict with my obligations towards NIT Uttarakhand.
- e) to abide by data security policy and related guidelines issued by NIT Uttarakhand.

In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NIT Uttarakhand any records/material, equipment, documents or data which is of confidential nature.

I shall keep NIT Uttarakhand informed of any change in my address or contact details during the period of my engagement.

I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

Yours faithfully,

अभ्यासाध्यस्यतः विद्या

Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_