

CIRCULAR

SUBJECT: Engagement of Retired Central/State Government / Institutions / PSUs /University officials at the Level of Section Officer/Sr. Assistant/UDC or Equivalent Level as Consultants in the Administrative Services at SGT University - Reg.

Applications from Retired Central/State Government / Institutions / PSUs /University officials at the Level of Section Officer/Sr. Assistant/UDC or Equivalent Level are invited for engagement as consultants. The eligibility, remuneration, job description and other terms and conditions are given as under: -

a.	No. of personnel to be engaged.	<b>5 (Five)</b> , which can be varied at the discretion of the competent authority.
b.	Period of Engagement	Initially one year. This can be extended or shortened at the discretion of the Competent Authority.
c.	Eligibility criteria	<p>1. Retired government servant/PSU/Institutions at the level of:</p> <p>(a) Section Officer-or equivalent in Level 8/10 of Pay Matrix as per 7th CPC or in PB- III with GP Rs. 4800/5400 as per 6th CPC; OR Sr. Assistant/UDC or Equivalent Level 6 of Pay Matrix as per 7th CPC or in PB- II with GP Rs. 4200 as per 6th CPC.</p> <p>(a) Having experience in Administrative/ Purchase/ Stores/ Works Department/Finance. The Candidate should possess good analytical ability and writing skills and knowledge of CCS Rules.</p> <p>(b) Conversant with computers and able to perform work in electronic mode.</p> <p>(c) Age upto 65 years on the date of issue of this Circular.</p>
d	Remuneration and terms and conditions of contract for engagement	A fixed monthly amount shall be admissible, arrived at by deducting the amount of basic pension from the last salary. The amount of remuneration so fixed shall remain unchanged for the term of the annual contract.
e	Job description	Secretarial and administrative official matters in Administrative/ Purchase/ Stores/ Works Department/ Finance departments.
f	Other terms and conditions for engagement:	
	<p>a) The consultant shall have to perform duties/services as assigned to him/her by the Reporting Officer with all necessary skills, diligence, efficiency and economy.</p> <p>b) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.</p>	

	<p>c) The normal working hours shall be from 08.30 am to 04.30 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.</p> <p>d) Place of work will be in the SGT University, Gurugram-Badli Road, Budhera, Gurugram (Haryana).</p> <p>e) No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, Seniority, Promotion etc. or any other benefits as available to the regular employee.</p> <p>f) The consultancy will start from the date he/she joins the office.</p> <p>g) The consultant will have to mark his attendance in Biometric Attendance System.</p> <p>h) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.</p> <p>i) No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and work beyond normal office hours.</p> <p>j) The engagement of Consultants would be of temporary nature against the tasks assigned. SGT University can terminate the services/contract of the consultant any time giving one month's notice without assigning any reason thereof, if:</p> <ol style="list-style-type: none"> <li>The Consultant is unable to accomplish the assigned works.</li> <li>Quality of the accomplished work is not to the satisfaction of SGT University.</li> <li>The Consultant fails in timely achievement of the milestones as decided by SGT University.</li> <li>The Consultant is found lacking in honesty and integrity.</li> <li>Posting of a full time official who could do the Consultant's job.</li> <li>The requirement of Consultant for the work assigned ceased to exist.</li> <li>The undertaking given by the candidate is found false.</li> </ol> <p>k) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.</p> <p>l) The Consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>m) The SGT University reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.</p> <p>n) Decision of selection committee/competent authority will be final and binding on all candidates/consultants.</p>
	<p>The applicant can apply in the prescribed format enclosed as Annexure-I and application to be sent in an envelope superscribing "<b>APPLICATION FOR APPOINTMENT OF CONSULTANT IN ADMINISTRATIVE DEPARTMENT IN SGT UNIVERSITY</b>" to: -</p> <p><b>Senior Manager (HR)</b>  <b>HR Department (Non-Teaching)</b>  <b>SGT University</b>  <b>Gurugram-Badli Road,</b>  <b>Budhera, Gurugram (Haryana) - 122505</b></p> <p>The application may also be sent by email mentioning the above in the subject line with a scanned copy of self-attested Application with supporting documents to:  <a href="mailto:seniormanager.hr@sgtuniversity.org">seniormanager.hr@sgtuniversity.org</a> with a copy to <a href="mailto:career.nt@sgtuniversity.ac.in">career.nt@sgtuniversity.ac.in</a> .</p>

1. Filled in application form should reach in this Office within 30 days of issue of this of circular.

(Kumar Mayank)  
Sr. Manager, HR Department  
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## APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN ADMINISTRATIVE DEPARTMENTS IN SGT UNIVERSITY.

	Name (Block Letters)		Photograph (Self-attested with signature)
	Father's Name		
	Date of Birth		
	Nationality		
	Mailing Address (with Telephone/Mobile No.) and Email ID		
	Information about PPO No. and other details	i.	Date of Retirement
		ii.	Min/Dept/Org. from which retired
		iii.	PPO No. (copy to be enclosed)
		iv.	Last Pay Drawn {LPC to be enclosed}
		v.	Level in Pay Matrix (7th CPC)/ GP as per 6th CPC
	Permanent Address		
	Educational Qualifications		
	Last post held at the time of retirement & Job Profile		
	Name & address of last Office from which retired.		
	Details of present employment (wherever applicable)		

	Details of Experience (Add a separate sheet, if required)					
	Min/Deptt/Organization	Period		Job Profile	Remarks	
		From	To			
	Level of Proficiency in MS-Office Applications and ERP					
	<b><u>References:</u></b>	Name	Designation	Dept.	Mob	Email
	1.					
	2.					

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Date:

Place:

Signature of candidate