

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Autonomous Institute of MHRD, Govt. of India under the Act of Parliament)

No:

Date:

Walk-in-Interview on 05.11.2019 for the post of Consultant-Finance at MNIT, Jaipur.

MNIT Jaipur is an Institute of National Importance under Ministry of Human Resource Development, Govt. of India. It is proposed to fill up one vacancy of Consultant-Finance Officer on contract basis initially for a period of one year by Walk-in-Interview on **05.11.2019 at 10.00 AM**. The detailed advertisement of the vacancy notification is as under:

WALK-IN-INTERVIEW FOR ENGAGEMENT OF RETIRED OFFICERS AS CONSULTANT-FINANCE

The Malaviya National Institute of Technology, Jaipur invites applications from interested and eligible retired officers for engagement as Consultant Finance on Contractual Basis at MNIT initially for a period of one year.

Eligibility conditions:

1. Consultant Finance : He/She should be a retired Accounts/Audit Officer with a grade Pay of not below Rs 5400/- from Central Govt. Depts./Central Autonomous Bodies and having proficiency in Accounts, Audit, Processing of Tenders, Procurements, GFR and other relevant policies related to Accounts and Administration matters.
2. Age Limit: The maximum age limit for the post of Consultant in the Institute is 65 years.

Those found suitable will be engaged with a consolidated remuneration **or** Last Pay drawn less pension + 50% of Transport Allowance (without DA in transport allowance) as local conveyance as per rules. Terms and conditions of the engagement are mentioned in Annexure I.

Application as Annexure II is enclosed herewith. The applications duly filled and along with the original certificates/documents/PPO in respect of educational qualification, age, experience etc. with a self-attested copy should be submitted at the time of Walk-in-Interview on 05.11.2019. The original certificates/documents will be returned on verification.

REGISTRAR

ANNEXURE - I

TERMS AND CONDITIONS

1. Initial engagement of a person as Consultant will be for a period of one year on contract basis in MNIT Jaipur.
2. The retired officers will work full time basis at MNIT Jaipur initially for a period of one year. After expiry of initial term, engagement may be extended, based on requirement of the Institute and performance of Consultant concerned with the approval of competent authority for a maximum period of one year at a time. *The engagement of consultant is of a temporary (non-official) nature.*
3. The work and conduct of the retired officer shall be reviewed by the Director, MNIT, Jaipur from time to time. In case his/her performance is not found satisfactory, his/her engagement is liable to be terminated without assigning any reason.
4. It will be open to the Institute to terminate the contract by giving one month's notice. The retired officers are also required to give minimum one month's prior notice to end the contract.
5. Consultant will not be entitled for any benefit/compensation, absorption/regularization of service in this Institute.
6. The retired officer shall not divulge any information, gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
7. Leave: Consultant shall be eligible for one day leave per month. No remuneration for the period if absence in excess of the admissible leave will be paid to Consultants. Unavailed leave shall neither be carried forward to next year nor en-cashed.
8. Allowances: Consultants shall not be entitled to any kind of allowance or accommodation facility. However, should they required to travel inside the country in connection with the official work of the Institute, TA/DA as admissible to a regular employee of the same grade, he/she retired from will be paid to him/her after obtaining approval of the competent authority.
9. The engagement as Consultant shall not be considered as a case of re-employment.

REGISTRAR

Malaviya National Institute of Technology, Jaipur

(Application form for Consultant – Finance on Contract)

Name of the Applicant:.....

Father's Name:.....

Mother's Name:.....

Gender:.....

Date of Birth:.....

Age (as on 31.10.2019):.....

Date of Retirement and PPO No. & Date :.....

Permanent Address:.....

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Correspondence Address.....

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Mobile No.....

Email ID.....

Educational / Technical Qualification:

Name of two referees

Name:

Designation and Name of the Organisation:

Contact Details: Phone No. / email

Name:

Designation and Name of the Organisation:

Contact Details: Phone No. / email

Details of experience to be attached in proforma appended as "APPENDIX"

Any other relevant information (Use a separate sheet, if any necessary)

Signature of Applicant

APPENDIX

Details of Experience:

Period (starting from latest)	Name of office / organization	Post, remuneration or Pay Band with Grade Pay	Description of duties performed

Signature of Applicant