



Malaviya National Institute of Technology Jaipur

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

(An Institute of National Importance under Ministry of Education, Govt. of India)

Jawahar Lal Nehru Marg, Jaipur - 302 017 (Rajasthan)

Advertisement for Senior Consultant and Consultant (Contractual) **for Secretariat of the Council of NITSER**

No.: MNIT/NITSER Sec/2025/01(Contract)

Date: 15.10.2025

MNIT Jaipur invites Applications for the post of Senior Consultant (Administration) and Consultant (Project Management) for Secretariat of the Council of NITSER purely on a contractual basis for an initial period of 11 months which can be further extended up to 11 months based on the performance of the incumbent. The Secretariat will be functioning from the NIT Transit House, Delhi, with **Malaviya National Institute of Technology (MNIT), Jaipur acting as the Nodal Institute for administrative coordination**. This post is purely on a contract basis and the applicant will not have any claim to regularization with MNIT Jaipur.

Position	Remuneration	Nature of appointment and duration	Eligibility Criteria
Sr. Consultant Administration (one position) Age: Maximum 65 years Job location: Delhi	INR. 1,00,000/- consolidated, per month	Purely on contract basis initially for a period 11 months .	A. Essential Qualification & Experience: 1. Bachelor's Degree from a recognized University/Institute and 2. At least 15 years of experiences in administrative, service-related, and legal matters B. Desirable: 1. Strong understanding of service rules, administrative procedures, and legal frameworks applicable to public institutions. 2. Excellent organizational, communication, and interpersonal skills. 3. Ability to work independently with minimal supervision and handle multiple assignments efficiently. 4. Experience working with government bodies or higher education institutions 5. Experience in dealing with RTI, vigilance, disciplinary proceedings, and policy formulation. 6. Experience in advisory roles or consultancy assignments related to HR, service law, or administrative reforms. C. Retired Deputy Secretary/ Director/ Joint Secretary or equivalent retired officer from Central/ State Government, PSU, or Autonomous Body having experience of service and legal matters shall be preferred.



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Consultant (Project Management) (Two positions) Age: Maximum 65 years Job location: Delhi	INR. 90,000/- consolidated, per month	Purely on contract basis initially for a period of 11 months .	A. Essential Qualification & Experience: 1. Degree in Civil Engineering / Electrical Engineering / Mechanical Engineering. 2. At least 15 years of experiences in relevant fields. B. Desirable: 1. Experience in handling major infrastructure projects — institutional, residential, or public buildings. 2. Knowledge of Government financial rules, CPWD Works Manual, General Financial Rules (GFR), and e-tendering procedures. 3. Ability to prepare project reports, DPRs, and feasibility studies. 4. Experience in coordination, supervision, and overall project administration across multiple works/divisions. C: Retired CPWD Executive Engineer or Superintendent Engineer or Professional from reputed construction/Infrastructure shall be preferred.
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Roles & Responsibilities of Sr. Consultant Administration:

- To handle service related, administrative, and legal matters.
- Other responsibility, as assigned by the Competent Authority from time to time.

Roles & Responsibilities of Consultant (Project Management):

- To function as a Project Management Unit (PMU) for overseeing NIT related projects.
- Other responsibility, as assigned by the Competent Authority from time to time.



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Terms & Conditions

1. The term of engagement on contract basis shall ordinarily be for an initial period not exceeding 11 months which is extendable by another 11 months at the discretion of Competent Authority subject to satisfactory performance and also subject to the requirement of the Institute. The monthly remuneration will be consolidated amount (as mentioned above).
2. **There will be no annual increment/percentage increase during the contract period. House Rent Allowance and other allowances shall not be admissible. Paid leave of absence at the rate of 15 days in a year for six days working in a week on pro-rata basis may be allowed. Accumulation of leave beyond a calendar year is not allowed.**
3. He/ She shall perform the duties assigned by the Institute Authorities from time to time.
4. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.
5. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
6. He/ She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government servants who have been appointed in the Government.
7. He/ She shall not have any claim to any post under the institute on the basis of this engagement as Contract employee.
8. He/ She shall be required to maintain decorum and office discipline as expected from a responsible officer.
9. He/ She shall be required to sign the non-disclosure agreement. He/ She is required to submit a declaration regarding his/her marital status.
10. If any declaration or information furnished by him/her proves to be false or if he/she is found to have wilfully suppressed any material information, he/she shall be liable to termination of the contract.
11. The Institute reserves the right to terminate the contract at any time in case:
 - a) The contractual employee is unable to satisfactorily complete the assigned tasks;
 - b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;
 - c) The contractual employee is absent from duty without authorization;
 - d) The Institute chooses not to renew the contract at the end of the initial period of engagement.
12. In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days prior notice to the Institute.
13. Confidentiality clause

During the period of engagement with MNIT Jaipur, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by



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him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/advice to any person other the Institute on any matter during the period of his/her engagement with the Institute. The contractual employee should sign Non-Disclosure Undertaking **(Form A)**.

The other terms and conditions as mentioned in advertisement shall also apply.

How to apply

- Application form may be downloaded from the website www.mnit.ac.in
- **A copy of the completed application (pdf file) and Non-Disclosure-Undertaking in the format attached are to be sent by email to nitser-secretariat@mnit.ac.in under information to registrar@mnit.ac.in alongwith a zip file containing all the relevant documents' copy on or before **25th October 2025**.**
- A duly signed hard copy with self-attested copy of all the relevant documents to endorse the claim in the application form MUST be brought at the time of interview.
- No TA/DA will be paid to attend the Interview.

Schedule:

Announcement & Opening of application form submission	15 th October 2025
The last Date for submitting a soft/electronic copy of the application	25 th October 2025
Tentative date of Interview	27 th October 2025

-Sd-
Registrar



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Form-A

NON-DISCLOSURE UNDERTAKING

To,
The Registrar,
MNIT Jaipur

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this offices confidential information and keep it strictly confidential.
2. I hereby undertake that I have read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since the application will be screened on the basis of data submitted by me in the online application form, I hereby undertake that I am suitable for the position to which I am applying. If at any stage during the screening and selection process and even after appointment, it is found that I have furnished false or incorrect information, my candidature will be rejected/cancelled/terminated immediately. The institute take no responsibility for incomplete/incorrect information.
3. I hereby undertake that no vigilance enquiry / disciplinary proceeding was pending / contemplated against me at the time of superannuation or / and at the time of submission of application form.
4. To hold such confidential information in-trust and confidence both during and after the term of engagement.
5. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with MNIT Jaipur which would otherwise conflict with my obligations towards MNIT Jaipur.
6. To abide by data security policy and related guidelines issued by MNIT Jaipur.
7. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement
8. To maintain highest standards of ethics & integrity during the period of engagement.
9. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Institute any records/material, equipment, documents or data which is of confidential nature.
10. I shall keep MNIT Jaipur informed of any change in my address or contact details during the period of my engagement.
11. 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.
12. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature

Name Address & Contact No.