

## **TERMS & CONDITIONS FOR THE POST OF CONSULTANT (GENERAL)**

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 (Desirable):**

- 03+ years' experience of working in Administration/ HR management

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:**

- Age should not be more than 40 years on the last date for receipt of application.

v) **Remuneration:**

- Negotiable
- Consultant shall not be entitled to any allowance etc.

vi) **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 and any other related work.
- Any other work assigned by the superiors from time to time.

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