



DIRECTORATE OF RESEARCH (AGRI.)
ASSAM AGRICULTURAL UNIVERSITY::JORHAT-785013

No. AAU/DRA(E)/Engagement/2024/

Dated:

Advertisement No. DR(A)/06. 2024

A walk-in interview for selection of suitable candidate for the post of **Administrative Consultant** purely on full-time contractual basis under the Directorate of Research (Agri.), AAU, Jorhat will be held in the office chamber of the Director of Research (Agri.), AAU, Jorhat. Intending candidates having requisite qualifications may report and submit application endorsing the bio-data along with the self-attested copies of educational certificates, residential certificates passport photographs and other relevant testimonials to the undersigned as per date and time mentioned below. The candidates shall bring original certificates/documents for verification at the time of interview.

1.	Name of the Post	Administrative Consultant
2.	Date of Interview	28 th August, 2024.
3.	Period of engagement	Initially for a period of 6(six) months.
4.	Eligibility criteria	<ul style="list-style-type: none">• Retired government employees with bachelor degree in any discipline• Having minimum 20 years of experience in administrative field• Retired from the post of Assistant Registrar/ Administrative Officer in the Pay Scale Rs. 30,000/- to 1,10,000/- + GP.Rs. 13,900/-.
5.	Preferred Experience	<ul style="list-style-type: none">• Should have knowledge of computer applications such as MS Office and E-Office.• Should have flair in noting/ drafting and knowledge in Establishment & Finance related rules & regulations, GFR, FRSR etc.• Should have work experience in the following fields: General Administration, Personnel matters, Vigilance matters, RTI, Examination of Financial proposals, dealing with Subordinate Offices, Autonomous/ Statutory Bodies etc.
6.	Age	Not more than 65 years as on 01.08.2024.
7.	Remuneration	@Rs. 25,000/- per month.
8.	Nature of Duties	<ul style="list-style-type: none">• General Administration Management• Recruitment activities• Liaison with other institutes, Offices, Autonomous/ Statutory Bodies etc.
9.	Other terms and conditions of engagement: a. The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy. 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.	

[Signature]
08/08/2024

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| <p>c. The person engaged on contract basis shall not be entitled to any other benefit like Provident fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, etc. or any other benefits as available to the regular Government servants.</p> <p>d. The consultancy will start from the date he/she joins the office.</p> <p>e. The Consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>f. Contract of engagement will be terminated automatically on attaining the age of 65 years.</p> <p>g. Paid leave of absence may be allowed at the rate of 1 (one) day for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.</p> |
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Sd/-Sanjay Kumar Chetia
Director of Research (Agri.)
Assam Agricultural University
Jorhat-13

Memo No. AAU/DRA(E)/Engagement/2024/


13724-29

Dated:

8.8.24

Copy forwarded to:

1. The Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat-13.
2. The Registrar, AAU, Jorhat-13.
3. The Comptroller, AAU, Jorhat-13.
4. The System Administrator, AKMIT Cell, AAU, Jorhat. He is requested to take action to publish the above mentioned Advertisement in the AAU's website.
5. The Assistant Comptroller, DoR(Agri.), AAU, Jorhat-13.
6. Office Copy.


Director of Research (Agri.)
Assam Agricultural University
Jorhat-13