

MUKTA SWADHYAYA PEETHAM

(Institute of Distance Education)

RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

56-57, Institutional Area, Janakpuri, New Delhi-110058



Date: 25.01.2019

WALK IN INTERVIEW FOR ENGAGEMENT OF CONSULTANT (FINANCE) ON CONTRACT BASIS

Mukta Swadhyaya Peetham (Institute of Distance Education), Rashtriya Sanskrit Sansthan (Deemed University) under Ministry of Human Resource Development, Govt. of India will conduct Walk in Interview for willing and eligible retired individual from Government/Govt. Aided Departments/Universities/Institutions/Organizations for engagement of following Consultant (Finance) having good experience in relevant field on contract basis in Mukta Swadhyaya Peetham initially for a period of Six Months :-

Sl. No.	Name of Position	No. of Position	Consolidated Remuneration / Fee per month	Eligibility Conditions
1.	Consultant-Finance (for Consultancy in financial matters)	01	50,000/- p.m.	Should be a person retired from the post of at least Senior Accounts/Audit Officer or equivalent.

2. Walk in Interview will be conducted on **02.02.2019 at 11.00 A.M.** at Mukta Swadhyaya Peetham, Rashtriya Sanskrit Sansthan (Deemed University), 56-57, Institutional Area, Janakpuri, New Delhi-110058.
3. The above mentioned monthly consolidated remuneration/fee is the maximum and subject to variation. The Competent Authority may decrease the amount based on qualifications/experience/performance, as recommended by the Selection Committee.
4. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
5. The details including other terms and conditions etc. are enclosed. The Mukta Swadhyaya Peetham of the Sansthan reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
6. Retired interested eligible candidates/persons are advised to appear for walk-in-Interview with all relevant testimonials and detailed bio-data one hour before the meeting of selection committee on **02.02.2019** (i.e. at 10.00 A.M.).

Director (MSP)

Other Terms and Conditions

1. Age Limit

1.1 Should not be, preferably, more than 62 years of age on the date of walk-in-Interview.

2. Remuneration/Fee

2.1 Apart from the remuneration/fee prescribed by the Mukta Swadhyaya Peetham, the Consultant (Finance) selected for engagement shall not be entitled to any allowance such as DA, transport facility, residential accommodation, medical reimbursement etc.

3. Engagement

3.1 The engagement of Consultant (Finance) will be purely on contract basis as fixed by the Mukta Swadhyaya Peetham and will not confer any right for regular appointment in this Mukta Swadhyaya Peetham.

4. Scope of Work/Job Responsibility

4.1 To attend to the assignments/works in respective field/department as assigned from time to time.

5. Leave

5.1 The Consultant (Finance) shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.

5.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

6. Working Hours

6.1 The Consultant (Finance) shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

6.2 The Consultant (Finance) shall mark attendance mandatorily and failing which, may result in deduction of remuneration.

7. Tax Deduction at Source

7.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

8. Confidentiality of data and documents

8.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Mukta Swadhyaya Peetham shall remain with the Mukta Swadhyaya Peetham.

8.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Mukta Swadhyaya Peetham without the express written consent of the Mukta Swadhyaya Peetham.

8.3 The Consultant (Finance) shall be bound to hand over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Mukta Swadhyaya Peetham.

8.4 The Consultant would be required to sign a non-disclosure undertaking as per enclosed format.

9. Conflict of Interest

9.1 The Consultant (Finance) shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Mukta Swadhyaya Peetham nor will he indulge in any activity outside the terms of the contractual assignment.

9.2 The Consultant (Finance) shall not claim any benefit/compensation/absorption/regularization of service with this Mukta Swadhyaya Peetham.

10. Termination of Agreement

10.1 The Mukta Swadhyaya Peetham may terminate the contract to which these terms apply, if:-

- (i) The Consultant (Finance) is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Sansthan.
- (iii) The Consultant (Finance) is found lacking in honesty and integrity.
- (iv) The Competent Authority in the Mukta Swadhyaya Peetham may also terminate the contract at any time without giving any notice and also without assigning any reason.

ANNEXURE-I

Application for engagement as Consultant (Finance) on contract basis

in Mukta Swadhyaya Peetham, Rashtriya Sanskrit Sansthan (Deemed University), New Delhi

Name	
Mother's/Father's/Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification(S)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last works. Enclosed the copy of PPO.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

Details of Experience

Period (Starting from the latest)	Name of Office/ Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature.....

NON-DISCLOSURE UNDERTAKING

To
The Vice Chancellor
RSKS, Janakpuri, New Delhi

Sir,

I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade publish or otherwise disclosed to any one in any manner whatsoever including by means or reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Sansthan which would otherwise conflict with my obligations towards Sansthan.
 - to abide by data security policy and related guidelines issued by Sansthan.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Sansthan any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep the Sansthan informed of any change in my address or contact details during the period of my engagement.
4. 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.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address:.....

Dated:.....

Personal Contact No.....