

**F. No. IUCTE/1106/Con NT**  
**Inter University Centre for Teacher Education**  
**An Autonomous Institution under University Grants Commission**

**Advt. No. 01/2023**

**Date: 22.07.2023**

**Walk in Interview**

**Subject: Engagement of retired Government Employees as Consultants (at Administrative Officer/ Section Officer Level) in Inter University Centre for Teacher Education – reg.**

The Inter University Centre for Teacher Education (IUCTE), BHU invites applications from willing and eligible retired government employees for their engagement as Consultants on contractual basis in this Institution against the following posts:

Sl. No.	Name of Post	Number of consultants to be engaged
1	Administrative Officer (Finance)	01
2	Section Officer (Finance)	01

2. The engagement shall be initially for period of **six months**, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The job location shall be in IUCTE, BHU, Varanasi.
3. The terms & conditions for engagement of such consultant's shall be as per **Annexure-I**.
4. The IUCTE, BHU reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.
5. The retired government servant engaged as Consultant shall continue to draw Pension and Dearness Relief on pension during the period of his/ her engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.
6. The interested persons must submit their application in the prescribed format (**Annexure – II**) as enclosed herewith to:-

**Administrative Officer,**  
**Inter University Centre for Teacher Education (IUCTE), BHU**  
**Sunder Bagia, Naria – BLW Road, Varanasi – 221005.**

The same can also be sent through e-mail ID of [iucte.admin@gmail.com](mailto:iucte.admin@gmail.com) followed by hard copy within the stipulated time.

7. The last date for receipt of applications, in the prescribed format is **29.07.2023 up to 05:00 PM**. Applications received after due date/time and without supporting documents will not be considered.

8. The date of Interview shall be **01.08.2023 at 11:00 AM** at Inter University Centre for Teacher Education, BHU, Sunder Bagia, Naria – BLW Road, Varanasi – 221005.

**Terms & Conditions**

**1. Eligibility:**

- 1.1 The applicant should not have attained the age of 64 years on the closing date of applications and should be in good health for discharging his/ her official duties effectively.
- 1.2 The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 For **Administrative Officer:**
  - a) The applicant should have retired from the post of Administrative Officer/ Equivalent from Central/ State Government, Universities and other Autonomous organizations.
  - b) The applicant should have experience in supervisory capacity in Finance/ Accounts in the Central/ State Government, Universities and other Autonomous organizations.
- 1.4 For **Section Officer:**
  - a) The applicant should have retired from the post of Section Officer/ Equivalent or from Central/ State Government, Universities and other Autonomous organizations.
  - b) The applicant should have experience in supervisory capacity in Finance/ Accounts in the Central/ State Government, Universities and other Autonomous organizations.
- 1.5 The applicant should have expertise in office procedure etc.

**2. Engagement:**

- 2.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Inter University Centre for Teacher Education, BHU, Varanasi.

**3. Working Hours and Leave:**

- 3.1 The Consultant 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.
- 3.2 They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.

4. **Remuneration & Tax Deduction at Source:**

4.1 The consultant shall be paid a fixed monthly amount calculated as under:

- a. For Consultant (at Administrative Officer Level) - Rs 50,000 – Rs 60,000/- per month.
- b. For Consultant (at Section Officer Level) - Rs 40,000 – Rs 45,000/- per month.

The amount of remuneration so fixed shall remain unchanged for the term of contract.

4.2 The Income Tax or any other tax will be deducted at source as per Government instructions.

5. **Confidentiality of Data and Documents:**

5.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the IUCTE shall remain with the IUCTE.

5.2 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 IUCTE without the express written consent of the IUCTE.

5.3 The Consultant would be required to sign a non-disclosure undertaking as per **ANNEXURE-III**.

6. **Conflict of Interest:**

6.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the IUCTE nor will he/ she indulge in any activity outside the terms of the contractual assignment.

6.2 The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with IUCTE.

7. **Termination of Agreement:**

The IUCTE may terminate the contract to which these terms apply, if:-

- a) The Consultant is unable to address the assigned work.
- b) Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in IUCTE.

- c) The Consultant is found lacking in honesty and integrity.
- d) The Competent Authority in the IUCTE may also terminate the contract at any time without giving any notice and also without assigning any reason.

## ANNEXURE-II

Application for engagement as Consultant on contract basis in IUCTE, BHU w.r.t. Advertisement No. \_\_\_\_\_ dated \_\_\_\_\_

Name	
Mother's / Father's / Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Mob. No.	
Email ID	
Educational / technical Qualification (s)	
Details of Experience to be attached in proforma appended as " <b>APPENDIX</b> "	
Post held on retirement	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Special Achievement (if any) along with supporting documents.	
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/ criminal case are pending against me, as on date.

Date:

Signature of the Applicant

**Details of Experience**

Period	Name of Office / Organisation	Post held and Remuneration (Pay Band with Grade Pay/Level Matrix, if applicable)	Description of duties performed

Name/Signature:- \_\_\_\_\_

**NON-DISCLOSURE UNDERTAKING**

To,  
The Administrative Officer  
IUCTE, BHU  
Varanasi

Sir,

1. I hereby undertake:

- a) to 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.
- b) not to sell, trade, publish or otherwise disclose any information to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment /occupation/consultancy or any other activity during my engagement with IUCTE, BHU which would otherwise conflict with my obligations towards IUCTE, BHU.
- e) to abide by data security policy and related guidelines issued by IUCTE, BHU/ Government of India.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Consultant

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the IUCTE any records, material, equipment, documents or data which is of confidential nature.

3. I shall keep IUCTE 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 such information received from any Source, whether in Physical, Electronic or in Digital format.

Yours faithfully,

(Signature)

Name:  
Address & Mob No:  
Date