

GNCT of Delhi
Delhi Pharmaceutical Sciences And Research University
MB Road Pushp Vihar, Sector – III, New Delhi – 110017

Dated: September 2021

Subject: - Engagement of Consultant in the Delhi Pharmaceutical Sciences And Research University,
New Delhi

DPSRU invites candidates for walk-in-interview for engagement of 3 Consultants (Examination, Estate & General upkeep of University Campus, Academic/Student matters/Stores) on contract basis initially for six months which may be extended further depending upon the requirement of University and performance of the candidates. Candidates are requested to bring their application in the prescribed proforma (as per Annexure-II).

2. A statement of Terms of Reference for these posts is enclosed as Annexure- I. Applicants are advised to carefully go through the same with regards to eligibility criteria, experience required and other terms & conditions of engagement before submitting their applications.

3. Interested and eligible applicants may bring the duly filled in application in the prescribed proforma, along with all relevant enclosures for attending walk-in-interview at 09:30 AM on 18.09.2021 at this University.

Dr. O. P. Shukla
REGISTRAR

Terms of reference for engaging Consultant

1	Name of the post	Consultant (Examination)
2	Scope of duties	To assist Controller of Examinations for planning and conduct smooth Mid Semester and end Semester examinations. Preparation of Date Sheet, seating plan, preparation of duty chart for Invigilators, planning for evaluation of answer scripts, preparation of results, Grading system and to deal with all other examination related issues.
3	Name of the post	Consultant (Estate and General Upkeep Campus)
4	Scope of duties	To assist and deal with the matters related to upkeep of Estate and to liaison with statutory bodies of Government of NCT of Delhi such as PWD, Jal Board, MCD, MTNL, Electricity Board etc.
5	Name of the post	Consultant (Academic/Students matters/Stores)
6	Scope of duties	To deal with the Academic/students related matters such as admission etc. preference will be given to those who have dealt the matters in a Government University. Having deep working knowledge will be an additional qualification.
7	Period of engagement	Initially for six months The contract could be extended further depending on assessment of performance. Mutual willingness and depending on the requirement of the University.
8	Eligibility, Educational Qualifications and age limit	Retired Government Employees preferably Retired from Government University/similar Government Organizations. a) Having Master's Degree / Bachelor's Degree from a recognized University or Institute in India, b) Having experience in the desired scope of duties, c) Must have excellent written and oral communication and Interpersonal skills. Age limit: Not more than 63 years, In exceptional case candidate above 63 years of age may be considered.
9	Experience	Retired Government employees: minimum 10 year experience of handling similar matters in any Central or State Government Ministry/ Department /PSU Preferably from Government University/similar organization.
10	Remuneration & Entitlements	In case of retired Government employees remuneration will be fixed in accordance with the existing relevant rules.

11	Leave	The Contractual Employee shall be entitled to 1.5 day paid leave in a month and Leave shall not be carry forward to next calendar year.
12	Termination of Contract	The University 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 University chooses not to renew the contract at the end of the initial period of engagement; e) any other reason.