



OFFICE OF THE REGISTRAR
SELECTION COMMITTEE SECTION (NON-TEACHING)
ALIGARH MUSLIM UNIVERSITY, ALIGARH-202002

LOCAL ADVERTISEMENT NO.1/2023/SC-NT DATED 22.07.2023

Aligarh Muslim University invites applications for engagement of One (01) Consultant (AE) in the Building Department from retired Central Government employees/Autonomous Body under Government of India employees (of the level of Assistant Engineer dealing with public works/Building) purely on Contract Basis, initially for a period of six months or till such vacancy is filled up with regular incumbent, whichever is earlier. The details regarding eligibility criteria, terms of references, etc are as under:

Name of the Post	No. of Post	Eligibility Criteria/Experience
Consultant (AE) Building Department	01	<p>Officers retired from the post of Assistant Engineer (dealing with Public Works/Buildings) in the Central Government/ Autonomies bodies under the GoI are eligible.</p> <p>ESSENTIAL:</p> <ol style="list-style-type: none">1. Experience of preparation, vetting and approval of DPRs of projects.2. Detailed knowledge of the rules of CPWD.3. Knowledge and experience of drafting, monitoring and completion of civil works contracts.4. Knowledge and experience of tendering process in civil works.5. Knowledge of GFR/Manual of Works/GEM and other applicable financial/administrative rules.6. Experience of having worked closely in at least one civil project of more than Rs. 25 crores. <p>DESIRABLE:</p> <ol style="list-style-type: none">1. Preference will be given to those who have dealt with civil work matters in the course of court proceedings/arbitration etc, especially preparing replies and following up on such cases.2. Experience of having worked in a Central Government/Autonomous body Educational Institution. <p>AGE LIMIT: Below 62 years as on the last date of receipt of applications.</p>

Fixed Remuneration: Rs.30,000/- per month

Retired Government employees/Autonomous Body under GoI employees who are eligible and willing to accept the terms and conditions at **ANNEXURE-I** may send their application at e-mail selectionnt.reg@amu.ac.in with duly filled Bio-data **ANNEXURE-II**, along with a copy of the PPO/Pensioner card latest by **09.08.2023**. Shortlisted candidates will be required to attend Interview in front of Selection Committee on **17.08.2023** at **11:00 AM** onwards subject to the confirmation. No TA/DA will be paid for attending the interview.


(Md. Seraj Ahmad Quadri)
Assistant Registrar

GENERAL TERMS AND CONDITIONS

1. The contractual employee will be purely on contract basis and will be at the Aligarh Muslim University at Aligarh.
2. The consultant should preferably be a resident of Aligarh/ Nearby districts.
3. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no increment/percentage increase during the contract period.
4. The income tax and any other tax liable to be deducted, as per prevailing rates, will be deducted at sourcing before effecting payment of remuneration.
5. The remuneration shall be paid from the fund/source as deemed appropriate by the University, but under no circumstance will the contractual employee have a claim to be considered as an employee of the University.
6. An appropriate amount of TA/DA shall be paid if the consultant is required by the University to travel for official work, at the rates entitled to the employee at the time of retirement.
7. The consultant will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities etc.
8. The engagement period of the consultant shall be initially for a period of six months or till such vacancy is filled with regular incumbent, whichever is earlier. The period may be extended by another six months subject to review at the sole discretion of the University, and a ceiling of 62 years of age on the date of such extension.
9. Paid leaves at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond the contract period may not be allowed/carried forward in case the engagement period is extended. Also, no payment in lieu of unavailed leaves will be permitted.
10. The selected candidate will be required to sign an agreement of confidentiality with the University containing a clause on Ethics and Integrity
11. The University may terminate the services of the Consultant in case he/she is unable to achieve the assigned works within the time-frame or the performance is not satisfactory or he/she is found lacking in honesty and integrity or any other misconduct as determined by the Competent Authority.
12. The University also reserves the right to terminate the services of the consultant at any time without giving any notice and also without assigning any reason. The engagement of consultant will not confer any right on the part of the individual for permanent or further temporary appointment to the post.
13. The candidate should not have been convicted in a court of law for any offence and should not have been awarded any major penalty under Departmental proceedings/Enquiry.
14. The consultant may be called to the office on Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours due to exigencies of work. No extra allowances will be permissible for the same.
15. No TA/DA shall be admissible to the consultant for attending the interview or taking up the assignment. Consultant shall not be allowed any foreign travel at the expense of the University.
16. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable to be removed from the post and such other action as the University may deem necessary.
17. The decision of the University regarding eligibility and selection shall be final and binding on all the candidates. The University reserves the right to alter or withdraw this circular/advertisement at any stage before the finalization of the selection process. No recourse shall lie against such decision of the University.

**APPLICATION FOR ENGAGEMENT AS CONSULTANT (AE) IN THE BUILDING DEPARTMENT,
ALIGARH MUSLIM UNIVERSITY, ALIGARH**

1.	Name	
2.	Designation at the time of retirement	
3.	PPO No.	
4.	Pay level in which retired	
5.	Name of the Department/Office from where retired	
6.	Date of retirement	
7.	Address for correspondence	
8.	Contact Mobile No.: Alternate Contact No.:	
9.	Email id	
10.	Qualification	
11.	Experience details	Please provide information in the format below

Name of the Department/Office	Period		Designation	Brief details of the work handled
	From	To		

Note: Documentary Proof certified by the competent authority with regard to Point 6 of Essential requirements (Experience of having worked closely in at least one civil project of more than Rs. 25 crores) must be submitted.

Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary)

DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultant (AE).

Signature of the applicant

Name: _____

Designation at the time of retirement: _____

PP No: _____

Place:.....

Date:.....