

ENGAGEMENT OF CONSULTANT ON CONTRACT BASIS

National University of Educational Planning and Administration (NUEPA) is an autonomous body under MHRD and a Deemed University, invites applications from willing and eligible individuals for engagement as Consultant(s) for Administrative/Technical requirements.

2. The positions are proposed to be filled by Retired officials of the rank of Director/Deputy Secretary/Under Secretary/Section Officer in Government of India/Central Universities or any other Autonomous/ Educational Bodies having at least 5 years of experience in the equivalent level.
3. Employment will be on CONTRACT BASIS for period of 12 months, which can be reviewed subject to satisfactory services depending upon the requirement.
4. **Remuneration.** The retired officers/officials will be engaged on the remuneration as per the prescribed formula i.e revised last pay drawn – revised basis pension plus applicable DA.
5. Experience
 - (i) **Administration and Finance & Accounts (03 posts)**
 - (a) Establishment, Recruitment and Personnel matters.
 - (b) General Administration (Procurement, Engagement of contractual manpower, hiring of vehicles, IT,etc.)
 - (c) Financial matters, preparation of budget documents, accounting & payment etc., in Central Ministries/ Central University.
 - (ii) **Civil Engineering (01 post)**
 - (a) Construction of new building, Preparation of Estimates, Evaluation of Building Drawings, Verification BOQ, Suggestions for modification of existing premises for optimum usage. Following up with CPWD and other Civic agencies for speedy approval of proposals.
6. The last date for receipt of application in the prescribed format is 25.11.2017 upto 5.00 PM. Applications received after due date/ time and /or without supporting documents will not be considered.
7. Applications may also be sent by e-mail to nuepa@nuepa.org.