

**DVSERTISEMENT NO. 1/2019**

Institute requires Consultant (Academic), Consultant (Administrative) and Financial Advisor on contractual basis. Initially, engagement shall be for three months. It may be extended if required by the Institute.

Candidates are required to appear for interview with duly filled Application Form and all original and relevant papers (with one set of self attested photocopy) to prove their eligibility for the position on 25-January-2019 at 11:00 AM in the Institute.

PDF Format:: [Click to download Application Form](#)

WORD Format: [Click to download Application Form](#)

**Consultant (Academic) - 01**

Essential Qualification: Post Graduate in Management/Social Sciences with minimum 55% marks.

Preferential Qualification: Ph.D.

Desirable: The Consultant should have Computer skills for office management with experience in preparation of Reports of Academic programmes & events, compilation of data for website updation and organizing Professional Meets.

Remuneration: Rs. 20,000.00 per month.

Scope of Work: Consultant shall work as a link between administrative office and faculty to facilitate academic events such as Seminars/Workshops/ Academic Meets in the Institute.

The Consultant shall also be responsible for preparation of Annual Report, documents related to Academic programmes & events, compilation of data for website and organizing professional Meets of MBA (RD) programme etc.

**Consultant (Administrative) - 01**

Essential Qualification: Post Graduate with minimum 55% marks.

Preferential Qualification: Ph.D./Post Doctoral Fellowship.

Desirable: The Consultant should have Computer skills for office management with experience in communication skills, project management and logistics management.

Remuneration: Rs. 20,000.00 per month.

Scope of Work: Consultant shall work with the Director Office. He/She shall prepare project proposals to be submitted to Government and Non Government agencies for sponsoring and shall also work for Dalit Resource Centre.

**Financial Advisor - 01**

Essential Qualification: Commerce Graduate.

Preferential: Chartered Accountant/Retired University Officer

Desirable: Experience with Central Universities/State Universities/PSUs/Government Agencies. The candidate should have sound knowledge of Government Financial and Service Rules.

Remuneration: Rs. 20,000.00 per month.

To be engaged on visit basis – twice-a-week or as and when required.

Scope of Work: To suggest the Institute on issues in which the Institute needs from time to time and furnish relevant information admissible as per rules of Government of India and its agencies when asked.

***NO TA/DA SHALL BE PAID FOR ATTENDING THE INTERVIEW.***

Administrative Officer