



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.5-6/2020-Admn. / 806

17/12/2020

Notification No. 21/HR/2020-21

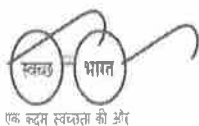
Subject:- Engagement of retired Government officers as 'Consultant' for various fields in Central University of Gujarat, Gandhinagar.

The Central University of Gujarat invites applications from retired Government officers from the rank of Under Secretary/Deputy Secretary/Audit Officer/Senior Audit Officer or equivalent from Central Government/State Government/PSU/ Autonomous Body having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant on contract basis as per following details:-

Sr. No	Name of Posts	Number of Posts
1	Consultant (Administration)	01
2	Consultant (Finance and Audit)	01
3	Consultant (Civil Engineer)	01
Total		03

The terms and Conditions of the contract shall be as under:-

- i. The consolidated remuneration shall be payable, subject to periodical completion of work certified by the Controlling Officer. They will not be eligible for any other allowance or facility in addition to the consolidated pay. They will, however, continue to draw their pension and relief on pension as per their entitlement.
- ii. Working hours shall nominally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/Sundays and other holidays. They will be eligible for 08 days leave during the period of one year subject to the approval of the controlling Officer.
- iii. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the Government.
- iv. They will not 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 purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.



सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website:

www.cug.ac.in





गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

- v. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- vi. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they will cooperate fully with any legitimately provided/ constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/ nay other matter relate with discharge of contractual obligations by the consultant.
- vii. The consultants appointed by the Department shall in no case represent or give opinion or advice to others in any mater which is adverse to the interest of the University nor will they indulge in any activity outside the terms of the contractual assignment.
- viii. They will complete the assigned task within the stipulated period as per the requirement of their controlling officers. They will not take up any assignment or contract which conflicts with the interest of the Government during the contract period.
- ix. They shall be bounded to hand-over the entire set of records of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.
- x. The engagement as Consultant can be terminated by the Department at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

The following Qualification, Knowledge and skilled required as per posts mentioned:-

1. Consultant (Administration):-

➤ **Roles / Activity**

- i. Assist the Establishment Bureau in performing its duties and responsibilities including farming recruitment rules, issue advertisement, tendering process, making appointments etc., and any other work that may be assigned by the Competent Authority.

➤ **Educational Qualifications**

- i. The applicant should have a rich background and experience Establishment matters, especially in the Government sector.



एक कदम स्वच्छता की ओर

सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, [website:](http://www.cug.ac.in)

www.cug.ac.in





गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

- ii. Should possess good knowledge of rules and regulations of Establishment and Administration matters of the Government of India, with rich experiences of working in these areas in the Central Government.
- iii. Should be capable of independently functioning in a multidisciplinary environment.
- iv. Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
- v. Should be well versed in MS-Office /Excel and internet.

2. Consultant (Finance and Audit):-

➤ Roles / Activity

- ii. The financial and audit need of University.
- iii. To suggest the university in allocation and disbursement of funds of the University by following the proper procedure as laid down in the rules.
- iv. Verifying fixation of pay of employees, LTC bill, Payment voucher.
- v. Providing Guidance in preparation of Annual Accounts, and any other work that may be assigned by the Competent Authority.

➤ Educational Qualifications:

- i. The applicant should have a rich background and experience in the field of Financial Management, especially in the context of Central/State government functioning.
- ii. Should have sound knowledge of the Finance/Accounts Division of the Central/State Government.
- iii. Knowledge of pay and service matters.
- iv. Should be capable of independently functioning in multidisciplinary environment.
- v. Should be able to willingly undertake official tours
- vi. Should have deadline driven environment.
- vii. Should be well versed in MS-Office/Excel and internet.

3. Consultant (Civil Engineer):-

➤ Educational Qualifications:

- i. Degree in Civil Engineering from a recognised Institute/ University or equivalent.
- ii. Experience in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System.



सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website:

www.cug.ac.in





गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

➤ **Roles / Activity**

- i. Co-ordination with architect, designers, construction agencies, and Central University authorities for smooth, speedy execution of all construction activities at new campus Baroda.
- ii. Assisting CU authorities in all technical, financial, contractual matters in execution of CU works at new campus Baroda.
- iii. Advance planning attending all building committee meetings, draft minutes, follow up and implementation.
- iv. Liaisoning with Ministry for implementation of all mandatory norms for the construction of new campus.
- v. Review of estimate, DE drawings, and comments for sanction, release of funds.
- vi. Conducting site inspection during construction of new campus and reinforcing all technical requirements including quality, utility, durability, and correction process and implementing contractual requirement verification of any items, work decision as considered by CU and its reporting for remedial measures.
- vii. To provide assistance in implementing labour regulation in construction and advise CU for any new items, execution and legal and arbitration matters.
- viii. To Visit regularly to construction site and to look after the construction activities and suggestion be given to the University Authority.
- ix. To act as representative of the University with agencies involved in construction.
- x. To approach various agencies of Government of Gujarat for water, electricity and roads for the University premises.
- xi. To verify the expenditure statement submitted by CPWD for time to time.
- xii. Any other work that may be assigned by the Competent Authority.

➤ **Remuneration:-**

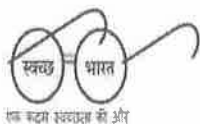
Depending upon suitability, the range of consultancy fee may be decided in any of the four categories as under:-

Sr. No.	Category	Range of Consultancy Fee (per Month)
1	Consultant (Retired Professionals)	Rs. 50,000 – 70, 000/-

Remuneration will be paid as per the requirements of the university and working days in a week.

➤ **Schedule for engagement:-**

The initial engagement of Consultants shall be for a period of one year which may be extended subject to requirement and satisfactory performance.



सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website:

www.cug.ac.in





गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

- **How to Apply:** Eligible candidate may apply in prescribed format as per Annexure-I along with one color passport size photographs, self-attested photocopies of relevant certificate and submit through Speed Post / Register Post to “**The Registrar (Offg.), Central University of Gujarat, Sector-29, Gandhinagar-382030, Gujarat**” on or before **31/12/2020** (on working hours).

Alok Gupta

Registrar (Offg.)

Copy to: VC Secretariat, CUG (by email)



सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website:

www.cug.ac.in

