

No. F. 1-29/2022-23/PAB Prog./KGBV/DGS/
National Council of Educational Research and Training
Department of Gender Studies

Dated: September 05, 2022

Sub.: Recruitment of **One Senior Consultant (Administrative-cum-Financial)** under the DSE&L, MoE sponsored project National Evaluation of KGBV: 2022-23.

The Department of Gender Studies, NCERT, Sri Aurobindo Marg, New Delhi-16 will hold a **walk-in-interview on Date 19.09.2022 at 10.00 AM** to recruit **One Senior Consultant (Administrative-cum-Financial)**. The appointment will be purely on temporary basis. The terms and conditions and other requirements of the fellowship are given below:-

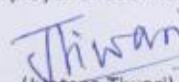
S. No.	No. of Position and Remuneration	Essential/Desirable Qualification
1	<p>Senior Consultant (Administrative-cum-Financial)</p> <p>Post: 01</p> <p>Remuneration – Rs. 60, 0000/- p.m. (Consolidated)</p> <p>Date of Interview: 19 September, 2022</p> <p>Venue Conference Room, DGS, 5th Floor, Dr. Zakir Husan Block, NCERT, New Delhi-110016</p> <p>Period- 06 Months/from the date of joining</p> <p>Age: Candidates should not be more than 65 Years</p>	<p>Essential Qualification:</p> <p>i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in any subject from an Indian University, or an equivalent degree from an accredited Indian/Foreign University.</p> <p>ii. Minimum 5 years experience of working in educational/research project in any government organization</p> <p>Desired Qualification:</p> <p>i. Working knowledge of computer (MS office)</p> <p>ii. Good communication skills for correspondence with Govt. Departments and Ministries</p> <p>iii. Maintaining data and records of administrative nature</p> <p>iv. A retired officer at the level of Under Secretary/Deputy Secretary from Government of India, or any of the autonomous institutions</p> <p>Responsibilities:</p> <p>Looking after all administrative requirements, preparing budgets, getting sanctions, approvals, keeping the accounts of finances, expenditures and facilitating timely payments of all dues (TA/DA & Honorarium to RPs, Field Investigators, etc. Keeping records of all expenditure, correspondence with MoE, RIE and States. Co-ordinate with Field Investigators about their visit and maintain a record of their movements so that field visits are seamless.</p>

* The above post is on full time basis in the project.

The walk-in-interview will be held on the above stated date from 10.00 a.m. onwards. Those candidates who fulfill the above conditions may appear for the interview on 19.09.2022 at 09.00 a.m. at Conference Room, DGS, 5th Floor, Zakir Husan Block, NCERT, New Delhi-110016; with their Resume/Bio-Data alongwith original and self attested copies of their certificates & other relevant documents and one passport size photograph.

Note:

1. It is the responsibility of the candidate to ensure that they fulfill the eligibility conditions in terms of (i) educational qualifications; (ii) experience etc. as per the format.
2. The post is purely on temporary basis for 06 months
3. The job may involve touring and stay in any part of the country for an extended duration.
4. All expenses for field work will be borne by the NCERT as per its norms.
5. Candidate should bring and produce their original and attested copies of certificates and testimonials at the time of interview.
6. No TA/DA will be paid for attending the interview
7. Candidates should report at 09:00 AM for registration and verification of documents in Room No.1 of Department of Gender Studies. Registration will be upto 11:30 AM only.
8. The candidates working with other organization should forward the application through their employer or submit
9. **The selected candidate will be required to join immediately.**


(Jyotsna Tiwari)
Professor & Head,
Department of Gender Studies

For wider circulation in their respective institutions:

Copy to:

1. PS to Director, NCERT
2. PS to Joint Director, NCERT
3. PS to Joint Director, CIET
4. PS to Secretary, NCERT
5. All Heads of the Departments/Division/Cell, NCERT
6. Head, DICT, CIET with the request to upload the same on NCERT website (**Soft copy is being sent by e-mail**)
7. The sub-Regional Employment Officer, Delhi Administrations, Directorate of Employment Information and Guidance Bureau, JNU, New Delhi- 110067 (Email: dr_admn@mail.jnu.ac.in).
8. Director, SECRT, Defence Colony, New Delhi. scertdelhi.nic.in
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11. Registrar, Delhi University, Delhi- 110007
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20. Quality Council of India, 2nd Floor, Institution of Engineers Building, 2- Bahadur Shah Zafar Marg, New Delhi – 110002, info@qcin.org, nkkalra@qcin.org
21. EDCIL House, 18A, Sector 16A, Noida UP- 201301, India
22. Joint commissioner (Admn) Navodaya Vidyalaya Samiti, B-15 Institutional Area, Sector-16 Noida, Distt. Gautam Budh Nagar, Uttar Pradesh, 201307 jcadm.noida, nvs@nic.in