

17020/30/2020/SGD-VI/DAIC
EO: 35715

I/39103/2024

Dr. Ambedkar International Centre
Ministry Of Social Justice & Empowerment
Department of Social Justice & Empowerment
Government of India
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Dated: 31 May, 2024

Vacancy Circular

Annexure -I

A. Consultant (Admin) at DAIC on Contract Basis.

Dr. Ambedkar International Centre (DAIC) has been established as a Government think tank engaged in research, advocacy development on socio-economic issues. A Walk-in-Interview at DAIC is being organized for engagement of Consultant, Admin on Contract basis in the office of Dr. Ambedkar International Centre, 15, Janpath, New Delhi. Details are as given below:-

S.No.	Designation	Consultant, Admin
1.	Number of Vacancy	One
2.	Period of Engagement	Initially for One year from the date of joining which may be extendable further on the basis of requirement of Dr. Ambedkar International Centre and Performance of the selected person.
3.	Place of Posting	Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi - 110001.
4.	Age Limit	Maximum age limit is 62 years as on publishing the advertisement for retired government employees.
5.	Consolidated Remuneration	Rs. 35,000/- (Fixed per month)
6.	Eligibility	(i) Officers retired from any Ministry and Govt. of India under the post of Section Officer & Under Secretary and Equivalent pay level in Army, Navy, Air Force (i.e. Subedar/Subedar Major) (ii) Graduate from a recognized University. (iii) In-Depth knowledge of DoPT's rule & regulations. (iv) Adequate working knowledge on E-Office. (v) Adequate knowledge in MS Word, MS Excel, Power Point. (vi) Handling of procurement procedure on GeM. (vii) Day to day function of office to include Establishment, Administration and conduct of duties.

2. No TA/DA etc. will be given to the applicant for appearing in Interview.

3. All eligible candidates are requested to bring **2 Sets of Photo Copy of all the supporting documents** i.e. Application Form (As per Annexure - 1a), Identity Proof,

Updated CV and documents related to Education Qualifications and Work Experiences etc. on the day of walk-in-interview on 03.07.2024 at Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi - 110001.

4. The office of DAIC reserve the right to accept or reject any application without assigning any reasons.
5. The above said engagement is purely on temporary/contract basis. The selected candidate will not have any right to seek regularization in any post in DAIC.

(Akash Patil)
Director, DAIC/DANM

आकाश पाटील / Akash Patil
निदेशक / Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

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**APPLICATION PROFORMA FOR THE POST OF
CONSULTANT (ADMIN) AT DAIC ON CONTRACT BASIS**

1.	Name in full (Block letters)	
2.	Date of Birth / Age	
3.	Date of superannuation from Govt. Service (if applicable)	
4.	Education Qualification (Attach certificate duly self-attested)	
5.	Complete Residential Address	
6.	Mobile No.	
7.	E-mail ID	
8.	Position held since entry into service	
9.	Last pay drawn (Copies of LPC and PPO should be enclosed in case of retired Govt. servants).	
10.	Pension drawn (In case of retired Govt. servants)	
11.	CV/ Resume (Attach duly signed by applicant)	

12. Details of employment during the last 5 years (In descending order i.e. latest first)

S.no.	Organization where served	Scale of pay	Period served (From - to)	Nature of work

13. Any other relevant information:

Declaration:- I solemnly declare that all the statements given in application are true and correct to the best of my knowledge and belief. I understand and agree that in the event

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of any information being found false or incomplete / incorrect, my application is liable to be rejected.

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Place:

Date:

Signature of the applicant

Name:

I/39103/2024 **B. Junior Engineer (Electronics /Electrical) at DAIC on Contract Basis.**

Dr. Ambedkar International Centre (DAIC) established by the Government of India under the aegis of the Ministry of Social Justice and Empowerment. DAIC invites application for filling up of the post of Junior Engineer (Electronics/Electrical) on contract basis in Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, on contract basis from suitable candidates who fulfill the eligibility conditions. DAIC is also looking for young, talented innovative and dynamic Professionals (Young Professionals) who desire to be a part of the DAIC may also apply for the consultancy post as mentioned below who are meeting the educational qualification and skills as notified. Age limit for young professionals must be below 45 years as on the date of advertisement published on the National News Paper:

S No	Name of Post	No. of Post	Consolidated Remuneration	Eligibility Conditions
1.	Junior Engineer (Electronics / Electrical)	01	Rs.35,000/- (Fixed per month)	(a) Candidate must be retired from the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization or private Institutions (b) Possessing the following educational qualification experience- Degree / Diploma in Electronics /Electrical from a recognized University with three year of relevant experience.

2. Period of engagement initially for One year from the date of joining which may be extendable further on the basis of requirement of Dr. Ambedkar International Centre and Performance of the selected person.

3. The appointment of candidate would be on full-time basis and he/she would not be permitted to take up any other assignment. The appointment of Junior Engineer (Electronics /Electrical) is a temporary (Non-official) nature against the specific jobs. The appointment can be cancelled at any time by DAIC without assigning any reasons.

4. The maximum age limit for appointment by consultant **for retired persons shall not be exceeding 62 years** as on the date of advertisement.

5. No TA/DA etc. will be given to the applicant for appearing in Interview.

6. All eligible candidates are requested to bring **2 Sets of Photo Copy of all the supporting documents** i.e. Application Form (As per annexure II (a), Identity Proof, Updated CV and documents related to Education Qualifications and Work Experiences etc. on the day of walk-in-interview on 03.07.24 at Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi - 110001.

(Akash Patil)

Director, DAIC/DANM

आकाश पाटील / Akash Patil
निदेशक / Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
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Government of India, New Delhi

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**APPLICATION PROFORMA FOR THE POST OF
JUNIOR ENGINEER (ELECTRONICS /ELECTRICAL) AT DAIC ON CONTRACT BASIS**

1. Name and Address (In Block Letter)
.....
2. Applied for the post of
.....
3. Date of Birth (in Christian era).
.....
4. Educational Qualifications (a) (b) (c).....
.....
5. Whether belongs to SC/ST/OBC/EWS/PwD
.....
6. Mobile Number & E-mail.....
.....
7. Date of retirement under Central/State Government rule...
.....
(in case of retire persons only, Not required for Young Professionals)
8. Education/ Experience possessed (Attach documents/certificates/ updated CV in support of your claims):-

Qualifications/Experience Required (as per advertisement)	Qualifications/Experience (as possessed by the Candidate) (with certificate)
Educational Qualifications:-	Educational Qualifications:-
(a)	(a)
(b)	(b)
Experience:-	Experience:-
(a)	(a)
(b)	(b)

9. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
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OFFICE/ INSTITUTE/ ORGANIZATION	POST HELD & SERVICE/ CADRE TO WHICH BELONGS/ YOUNG PROFESSIONALS TO GIVE THEIR EQUIVALENT DETAILS	FROM	TO	PAY IN THE PAY BAND & CLASSIFICATION OF POST/CTC DRAWN BY YOUNG PROFESSIONALS PER ANNUM	NATUR E OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

10. Nature of Present employment (Ad-hoc/ Regular/ Contractual/ Temporary basis)

.....

11. Any Additional Qualification/ Experience/ Skills candidates wants to highlight

.....

.....

.....

..... (Add additional sheet if space not sufficient)

12. I (Name)..... S/o, D/o (Father's Name)

....., Identity Card Number (Any

Govt. of India issued photo identity card i.e. AADHAR, PAN, Passport, Driving License etc. to be submitted along with application duly attested).

It is certify that above information is/are best of my knowledge, in case of furnishing of incorrect information and suppression of facts legal action may be taken against me and my candidature to be cancelled.

(Signature of Candidate)

Date:

C. Library Professional at DAIC on Contract Basis.

Dr. Ambedkar International Centre (DAIC), an Autonomous Body under the aegis of Ministry of Social Justice & Empowerment is inviting application of Library Professional on contract basis from suitable candidates who are fulfill the eligibility conditions of post and meeting the qualification and skills as notified below:

Name of Post	No. of Post	Consolidated Remuneration	Eligibility Conditions
Library Professional	01	Rs. 35,000/- (Fixed per month)	Essential: a) Bachelor/Masters in Library Science. b) Knowledge of Library cum Documentation Centre. Desirable: c) Five years experience in a reputed Library. d) Familiarity with the Library Automation Softwares.

2. Period of engagement/contract initially for One year from the date of joining which may be extendable further on the basis of requirement of Dr. Ambedkar International Centre and Performance of the selected person.
3. The appointment of candidate would be on full-time basis and he/she would not be permitted to take up any other assignment. The appointment of Library Professional at DAIC is a temporary (Non-official) nature against the specific jobs. The appointment can be cancelled at any time by DAIC without assigning any reasons.
4. The maximum age limit of candidate must not exceeding 40 years on the date of advertisement of this post.
4. All eligible candidates are requested to bring **2 Sets of Photo Copy of all the supporting documents** i.e. Application Form (as per Annexure- III a), Identity Proof, Updated CV and documents related to Education Qualifications and Work Experiences etc. on the day of walk-in-interview on 03/07/2024 at Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi - 110001.

(Akash Patil)
Director, DAIC/DANM

आकाश पाटील / Akash Patil
निदेशक / Director
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Government of India, New Delhi

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**APPLICATION PROFORMA FOR THE POST OF
LIBRARY PROFESSIONAL AT DAIC ON CONTRACT BASIS**

1. Name of the Applicant (In BLOCK LETTER):
2. Applied for the post of :
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belong to SC/ST:
6. Address:
7. Gender:
8. Experience possessed:
9. Contact Number:
10. E-mail id:
11. Qualification / and Experience Required as per format given below:

Qualifications Required	Qualifications possessed by the Candidate
Essential	
Desirable	

Experience Required	Experience possessed by the Officer
Essential	
Desirable	

12. State clearly in light of entries made by you at para 11 above whether you qualify for post applied: Yes / No.

13. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONG	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

14. Additional information, if any, which you would like to mention in support of your suitability for the post (Enclose a separate sheet, if the space is insufficient)

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15. It is certify that above information is / are best of my knowledge.

Date:

Place:

(Signature of Candidate)

Name: