



सत्यमेव जयते

Dr. Ambedkar International Centre

C/o Dr. Ambedkar Foundation

Department of Social Justice & Empowerment

Ministry of Social Justice & Empowerment

Government of India

Walk-In-Interview for the post of Consultant (Administration) at DAIC

Applications are invited for engagement to the post of Consultant (Administration) at Dr. Ambedkar International Centre on Contract Basis. Please visit the official website <https://daic.gov.in/administration.html> for details like Eligibility Criteria, Application Form as per Annexure I etc. All eligible candidates are requested to bring 2 Sets of Photo Copy of the documents i.e. Application Form, Identity Proof, updated CV and all documents related to qualifications and work experiences on the date of interview.

Date of Walk-In-Interview : 20/07/2023 (Reporting Time: 09:30 am at Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001).

(Vikas Trivedi)

Director, DAF/DAIC

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Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

DAIC-11011/12/2021-DAIC-ADMN.

Dr. Ambedkar International Centre
C/o Dr. Ambedkar Foundation
Ministry of Social Justice & Empowerment
Govt. of India

15, Janpath, New Delhi-110001

Dated : 17/17/2023


Subject : Circular/Advertisement regarding Walk-in-Interview for engagement of Consultant, Admin on contract basis in the Dr. Ambedkar Foundation (C/o Dr. Ambedkar International Centre)-reg.

Dr. Ambedkar Foundation / 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 organised for engagement of Consultant, Admin on contract basis in the Office of Dr. Ambedkar International Centre, 15 Janpath. Details are as given below:-

1.	Designation	Consultant, Admin
2.	Number of vacancy	One
3.	Period of engagement	Initially for six months from the date of joining which may be extendable further on the basis of requirement of the Department and performance of the selected person.
4.	Place of Posting	Dr. Ambedkar International Centre (DAIC), C/o DAF, 15, Janpath, New Delhi-110001
5.	Age Limit	Maximum age limit is 62 years as on closing date for submission of application for retired government employees.
6.	Remuneration per month	As per MOSJ&E/Govt. of India norms for Retired Govt. Employees.
7.	Eligibility	(i) Officers retired from any Ministry & Govt. of India under the post of Section Officer, Under Secretary & Deputy 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

8.	Selection procedure	Walk in Interview / Interaction and Written Test.
9.	Date of Walk-in-Interview and Location	<u>20</u> July, 2023 at 1000 hrs. Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi-110001

2. No TA/DA etc will be given to the applicant for appearing in Interview.
3. Interested candidates may bring all their supporting documents based on proforma attached as Annexure I on 20 /07/2023 at 0930 hrs at the time of reporting at Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi-110001.
4. The office of DAIC C/o DAF reserves 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 this Centre. Further the selected person will be governed by the provisions in the guidelines for engagement of Consultants in the Department as amended from time to time issued from Department of Social Justice & Empowerment.


(Vikas Trivedi)
Director, DAF/DAIC
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PROFORMA**Application for appointment of Consultant, Admin in Dr. Ambedkar International Centre**

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

Place :

Signature of the applicant

Date :

Name :