

F.No. 17020/1/2020/SCD-VI/DAIC  
Government of India  
Ministry of Social Justice and Empowerment  
(Department of Social Justice and Empowerment)

15, Janpath, New Delhi  
Dated: 14<sup>th</sup> January, 2021

**CIRCULAR**

**Subject:- Hiring of Consultant/Young Professionals at Dr. Ambedkar International Centre.**

Dr. Ambedkar International Centre (DAIC) established by the Government of India under the aegis of the Ministry of Social Justice and Empowerment invites application for filling up of the following posts in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, **on consultancy 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 against each posts. Age limit for your professionals must be below 45 years as on the date of advertisement published on the news paper:**

S.No.	Name of Post	No. of Posts	Consolidated consultancy fee	Eligibility Conditions
1.	Research Associate	01	Rs. 35,000/-	(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- Bachelor Degree in any subject from a recognized University with three year of experience in research / analysis / compilation of data related work.
2.	Private Secretary	02	Rs.35,000/-	(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- Bachelor Degree in any subject from a recognized University with three year of experience in personal establishment of officers. Have the knowledge of computers (MS Words, Excel, PowerPoint) have the knowledge of shorthand with 100 words Per Minutes speed.
3.	Junior Engineer	02	Rs.35,000/-	(a) Candidate must be retired from the Central Government or State Government or Union Territories or Universities or Recognized

				<p>Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization or private Institutions</p> <p>(b) Possessing the following educational qualification experience- Degree / Diploma in Civil Engineering from a recognized University with three year of relevant experience.</p>
4.	Store Keeper	01	Rs.27,000/-	<p>(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</p> <p>(b) Possessing the following educational qualification experience- Passed 10+2 from any Education Board with three years experience in handling of store, maintaining store register and other relevant records.</p>

3. Period of consultancy is initially for 6 Months. Thereafter, the engagement would be reviewed and it would not exceed one year at a time. The review of contract of the consultant will be done on year to year basis. The appointment of consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the DAIC. The appointment of consultants is of a temporary (non-Official) nature against the specific jobs. The appointment can be cancelled at any time by DAIC without assigning any reasons. The maximum age limit for appointment by consultant **for retired persons shall not be exceeding 62 years** as on the date of advertisement.

4. **The pay of the candidate** selected will be regulated in accordance with guideline on consultancy service issued by the Department of Social Justice & Empowerment, as amended from time to time.

5. The application in the enclosed proforma as per Annexure – A (can be downloaded from Ministry website: (<http://socialjustice.nic.in/>) and ([daic.gov.in](http://daic.gov.in)) and submitted to the undersigned within 21 days of publication on the news papers. **Application should be address to Director (DAIC), 15, Janpath, New Delhi-110001. (E-mail: – director.daic@gmail.com)**

6. Candidates who have applied earlier on the same vacancies published by DAIC, need to apply again.

**(Vikas Trivedi)**  
Director, DAIC

To,

- (i) Director (NIC), Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi with the request to upload it on the Department's Website.
- (ii) Consultant (Media-cum-IT) DAIC with the request to upload it on the DAIC Website.

**APPLICATION PROFORMA**

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 in support of your claims):-

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

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

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	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

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

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

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..... (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: