



# MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]

TempCamp, Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

Employment Notice No.: 001/2018

Dated: 24<sup>th</sup> February 2018

## **ADVERTISEMENT FOR ENGAGEMENT OF FINANCIAL CONSULTANT**

The Mahatma Gandhi Central University is a new Central University established by an Act of Parliament which became functional w.e.f. 3<sup>rd</sup> February 2016. The headquarter of the University is located at Motihari, District – East Champaran, Bihar (INDIA).

Applications are invited from eligible candidates for the position of a Financial Consultant (Full Time) purely on contract basis for Finance & Accounts Division of the University. The term of appointment is initially for a period 6 (six) months. Further extension may be given on the basis of satisfactory performance. The period of the term will be of three years OR upto attaining the age of 65 years, whichever is earlier from the date of appointment. The services can be discontinued / terminated without assigning any reason thereof. The educational qualification, experience, other eligibility conditions and remuneration for the post are given below:

### **TERMS OF REFERENCE FOR APPLICATION FROM INDIVIDUALS FOR ENGAGEMENT AS CONSULTANT FINANCE IN THE MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI**

#### **1. Essential Educational Qualification**

The Consultant proposed to be engaged should be a Graduate in any discipline and have been sufficient knowledge of Finance and Accounting in Government/Public Sector Institution. She/He have worked at the level of Section Officer/Assistant Registrar/Under Secretary or equivalent in Government/Autonomous Bodies. He should also possess an experience of at least 5 Years in Finance and Accounts Field.

#### **2. Consultancy / Contract Period**

The candidate selected will be engaged purely on contractual basis initially for a period of 6 (six) months. Further extension on year to year basis will be considered based on work performance and the need for the specific post. The period of the term will be of three years OR upto attaining the age of 65 years, whichever is earlier from the date of appointment.

**Note:** The appointment of the contractual position may be discontinued / terminated by the University at any time without giving any reason.

#### **3. Age Limit**

Candidate should not be more than 64 years of age on the last date of receipt of application.

#### **4. Remuneration & Terms of Payment**

The consolidated remuneration would be as under:

- i. Officers retired in Section Officer Grade or equivalent – Rs.40,000/- p.m.
- ii. Officers retired in Assistant Registrar / Under Secretary Grade or equivalent – Rs.50,000/- p.m.

**Note:** No other allowance will be payable.

#### **5. Tax Deduction at Sources**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the University will issue TDS Certificates.

#### **6. Type of Engagement / Appointment**

The engagement will be purely on contract basis and person selected will have no whatsoever for absorption / regularization in the University.

#### **7. Confidentiality of Data and Documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the University shall remain with the University. The person engaged as consultant shall 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 the purpose of this assignment or during the course of the assignment from the University, without the express written consent of the University. The consultant shall be bound to hand-over the entire set of records of assignment to the University before the expiry of the contract and before the final payment is released by the University.

#### **8. Conflict of Interest**

The consultant appointed by the University, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the University.

#### **9. The University reserves the rights, as follows**

To decide to cancel this advertisement and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

#### **10. Method of Selection**

The Candidates will be shortlisted based on their experience in finance and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.

## 11. Other Terms and Conditions

- i. **Allowances:** The consultant shall not be entitled to any allowance such as DA, CCA, HRA, CGHS, Medical reimbursement or any other relief etc.
- ii. **TA/DA** – Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- iii. **Headquarters:** Though the Headquarter of the consultant will be at Motihari, he is liable to serve anywhere in India.
- iv. **Telephone:** Consultant will not be entitled to telephone facilities.
- v. **Staff Car:** Consultant will not be entitled to use the staff car for private purpose and also for journey between residences and work place.
- vi. **Leave:** Consultant shall be eligible for 8 days Casual Leave and 2 Restricted Holiday in a year on pro-rata basis. No other leave of any kind shall be admissible to her/him. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days Casual Leave and 2 Restricted Holiday (calculated on a pro-rata basis). Also, un-availed leave in a year cannot be carried forward to next calendar year.
- vii. **Duties and Functions:** The Consultant will be required to discharge the duties as assigned to him by the University from time to time.
- viii. In addition to the normal working days, the person engaged as Consultant is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, she/he shall not be paid any additional remuneration.
- ix. The person engaged as Consultant shall be required to maintain decorum and office discipline as expected from a responsible officer.
- x. If any declaration or information furnished by the person engaged as Consultant proves to be false or if she/he is found to have wilfully suppressed any material information, she/he will be liable to termination of the contract.

## 12. Guidelines for submission of the Application

The duly completed application along with supporting documents in prescribed format (**ANNEXURE - 1**) given below should be sent to the **“OSD Administration, Mahatma Gandhi Central University, Camp Office, Near OP Thana, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar”** on or before 05.30 hrs on 12<sup>th</sup> March 2018 in sealed cover super scribed “Application for the post of Financial Consultant in MGCUB, Motihari”. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up to the appointed time on the next working day of the University.

**Note:** Any application which is not made in the format as per **ANNEXURE - 1** and/or received after the above-mentioned deadline will be rejected.



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## ANNEXURE - I

For the post of \_\_\_\_\_

### APPLICATION FORM

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Whether belongs to SC/ST/OBC Category:
7. Telephone No. :
8. Mobile No. :
9. Email :

*Photograph  
should be pasted  
here*

8. (a) Academic / Professional Qualification:

Degree	University	Field/ Specialisation	Year of Passing	Full Marks	Marks obtained	% of marks	Any Other Info.

**(b) Details of Experience:**

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	From	To	Nature of Duties

**(c) 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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**9. I hereby certify that:**

- i. the particulars furnished above are true to the best of my knowledge and beliefs. If at any stage it is found wrong, I understand that my candidature shall be automatically cancelled.
- ii. no disciplinary proceedings were pending against me on the date of application.

**Date:**

**Place:**

**Signature of the Candidate**

**Note:** *Self attested documentary proof in support of information furnished in column 8 is to be submitted by the candidates along with the application.*