



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
HQ - DSEU Dwarka Campus, Sector 9, Dwarka, New Delhi – 110077

ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS CONSULTANT
(Walk-in-Interview)

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi to equip students with world-class skill education to enable access to aspirational jobs and inculcate entrepreneurial mindset and entrepreneurship. DSEU aims to create a win-win for the youth and the industry by filling the existing gaps in skill training.

Delhi Skill and Entrepreneurship University (DSEU) intends to engage retired Government officials as '**Consultants**' not exceeding 64 years of age purely on contract basis for a period of six months or till filling up of vacancy on regular basis whichever is earlier.

COMMON TERMS & CONDITIONS

- (a) The officers should have been retired from a Government Departments up to 31.01.2023.
- (b) He/she should not be more than 64 years of age on the closing date of the receipt of application.
- (c) He/she should be at least Graduate and having good knowledge of computer and software application.
- (d) The retired officers should be clear from vigilance angle.
- (e) The engagement of consultant shall be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.
- (f) The engagement as consultant shall be initially for a period of six months which can be extended further subject to satisfactory performance. The total period of engagement as consultant shall not exceed 5 years. In no case the consultant shall be allowed beyond five years. The maximum age limit of engagement as consultant shall be 64 years.
- (g) The Consultants shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/Mobile, Transport Facility, Residential Accommodation, Personal Staff, etc.
- (h) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants shall not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement as on the date of retirement.
- (i) Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also, un-availed leave in a calendar year shall not be carried forward to next calendar year.
- (j) The other benefits and terms & conditions of engagement as consultant shall be governed as per the Office Memorandum No. F.20/4/2015-AC/204-248 dated 04.01.2015 issued by the Finance (Accounts) Department, Government of NCT of



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Delhi (copy available on the web site of the Finance Department, Government of NCT of Delhi).

- (k) The candidate/retired Government Officer applying for consultant shall require to submit the following documents (duly self-attested) along with his/her application in prescribed application form.
- (i) Retirement Order
 - (ii) Proof of Date of Birth
 - (iii) Proof of Educational and other qualification (from High School onwards with copy of mark sheets in ascending order)
 - (iv) Proof of Experience of administrative/establishment/store/purchase and other general administration work and working of the Offices & departments of the Govt. of NCT of Delhi (from the date of joining the Govt. Service to the date of retirement in ascending order with names of Departments/Offices where served).
 - (v) Vigilance clearance Report of the Retirement Time
 - (vi) Copy of Last Pay Certificate
 - (vii) Copy of Pension Payment Order
 - (viii) Copy of Aadhar Card and address proof/ID
 - (ix) Copy of PAN Card
- (l) The candidate should report for the walk-in interview at DSEU Head Quarter, Dwarka, Sector-09, New Delhi-110077 on 3rd March 2023 by 10 AM for registration.



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1. Consultant (Accounts) (Pay Matrix Level-10)

- (a) He/she should have retired from the post sanctioned on Pay Matrix Level-10 or higher. Officers retired from the post sanctioned in Pay Matrix Level above-12 shall not be considered.
- (b) The retired officer should have at least 05 years working experience in Pay Matrix Level-10, 11 & 12. He/she should have worked in Accounts of Govt of India or any other Department of Govt. of NCT of Delhi.
- (c) The Applicants should have experience of working in Accounts, Establishment, Audit, Reconciliation, Allowances, Preparation of Budget, Pension related works and Fund Management as per Govt. norms.
- (d) The Consultant shall be allowed to draw the last Pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay less basic pension) shall not exceed the maximum cell pay of the Pay Matrix Level-10.

2. Consultant (Accounts/Administration) (Pay Matrix Level-9A)

- (e) He/she should have retired from the post sanctioned on Pay Matrix Level-9A or higher. Officers retired from the post sanctioned in Pay Matrix Level above-11 shall not be considered.
- (f) The retired officer should have at least 05 years working experience in Pay Matrix Level-9A, 10 & 11. He/she should have worked with Govt of India or any other Department of Govt. of NCT of Delhi.
- (g) He/she should be having good knowledge of GFR/FR-SR& service rules (i.e. CCS Leave Rules, LTC Rules, CPF Rules etc.) /Conduct Rules/ Service Rules and administrative/establishment and Accounts.
- (h) The Consultant shall be allowed to draw the last Pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay less basic pension) shall not exceed the maximum cell pay of the Pay Matrix Level-9A.

3. Consultant (Accounts) (Pay Matrix Level-08)

- (i) He/she should have retired from the post sanctioned on Pay Matrix Level-08 or higher. Officers retired from the post sanctioned in Pay Matrix Level above-10 shall not be considered.
- (j) The retired officer should have at least 05 years working experience in Pay Matrix Level-08,09 & 10. He/she should have worked in Accounts of Govt of India or any other Department of Govt. of NCT of Delhi.
- (k) The Consultant shall be allowed to draw the last Pay drawn on retirement less pension Plus DA as applicable on it only. However, the pay (basic pay less basic pension) shall not exceed the maximum cell pay of the Pay Matrix Level-08.