



# UNIVERSITY OF RAJASTHAN JAIPUR

Esstt.II/2023-24/ 8275-83

Dated : 28/08/2023

NIT (Single Source Procurement)

.....  
.....  
.....

**Sub : Offer for consultancy services for (i) Establishment work, (ii) Plan & Project work & (iii) Accounts & Audit work (one person in each category).**

Dear Sir,


Sealed offer is invited in the format on terms and conditions as per attached annexure. It is requested to kindly offer your lowest rates for the above works and the envelope containing the offer should be marked and addressed to Registrar, University of Rajasthan, Jaipur and should reach us on or before 04.09.23

The offer will be opened on 05.09.23..... at 3.00 PM ,Telegraph, E-Mail and fax offers shall not be accepted.

For any other information, please contact Dy. Registrar, Esstt-II, University of Rajasthan, Jaipur.

NIB: URA2324A0037  
UBN: URA2324SS0600118

Thanking You,

  
Registrar

Enclosed: A/a

Copy forward for information & necessary action to :-

1. Convener, Bid committee, University of Rajasthan, Jaipur.
2. Covnener, UCC&IT, University of Rajasthan, Jaipur to upload the above notice & Bid Document on and <http://sppp.raj.nic.in>
3. Controller of Finance & Financial Advisor, University of Rajasthan, Jaipur.
4. Director, Infonet Centre, University of Rajasthan, Jaipur to float the above Bid notice and the enclosed Bid document on the university website.
5. P.S. to Vice-Chancellor/Registrar/Controller of Examination, UOR, Jaipur.

D/letter | ले.वि/ऑडिट/2020-21/  
head |  
2021-1 |



# UNIVERSITY OF RAJASTHAN JAIPUR

Name of the work : Consultancy services for related to following works as Assistant Section Officer (Consultant) in University of Rajasthan, Jaipur.

A competent person having minimum 25 Years experience of working as Clerk Grade-I, Assistant Section Officer/ Section Officer/ Assistant Administrative Officer in GOR/ GOI/ State University Rajasthan/ PSU is required to be selected as Assistant Section Officer (Consultant) in University of Rajasthan, Jaipur as consultant for the routine consultant work in office timing as per terms and conditions mentioned below in, to carry out the following scope of work :

**Service to be Provided:**

1. **Establishment** : A person should have knowledge and work experience of RSR, Raj. Pension Rules and Circulars/ Orders issued by DOP, Government of Rajasthan, Jaipur.
2. **Accounts & Audit** : A person should have knowledge of GF&AR, Budget, Audit Compliance and Circulars/ Orders issued by Finance Department, Government of Rajasthan, Jaipur.
3. **Plan & Project** : A person should have knowledge and work experience of Government Project sanction & monitoring work.
4. Work related to Assistant Section Officer as per requirement of University of Rajasthan, Jaipur.
5. Work related monitoring the monthly/quarterly/annual progress report of Section of University of Rajasthan.
6. Other Miscellaneous work such as liasoning government office and others work as per directed by Dy.Registrar/ Registrar.

**Eligibility :**

1. Applicant should be Higher Secondary/ Graduate or Higher Degree from any reputed institution of India.
2. Working experience in any State University of Rajasthan should be preferable.

D/letter  
head  
2021-2

ले.वि / ऑडिट / 2020-21 /

# UNIVERSITY OF RAJASTHAN JAIPUR

## Terms & conditions :

1. The period of the consultancy services shall be 1 year, which may be extended on mutual consent.
2. Only fixed monthly amount Rupees 23,300/- shall be paid as consultancy charges. No allowance/PF (other than specifically agreed) shall be paid.
3. Selected officer shall attend the office of University of Rajasthan, Jaipur on a regular basis during all working days in working timings..
4. 12 days leave (on prorata basis) shall be allowed annually. No other leave of any kind (except notified/declared holidays) shall be allowed.
5. The assignment can be terminated at any time by giving 1 months notice from either side.
6. Selection Procedure :- A selection committee will be constituted by the University of Rajasthan to examine the documents of the applicant. Successful applicant (Documentary as per terms & conditions) will be called for interview. Interview date will be intimated separately. Most suitable candidate to be recommended by selection committee will be offered to accept the offer. Committee decision will be final.
7. Successful applicant will have to execute an agreement on Non-Judicial Stamp paper of Rs 500/- within a period of seven days on own cost of Non-Judicial Stamp Paper.
8. University of Rajasthan Jaipur reserve the right to reject any application without assigning any reason thereof.
9. The selection process shall be subject to the provisions of the Rajasthan Transparency in Public Procurement Act 2012 & Rules-2013 made there under.
10. Legal Jurisdiction :- All legal proceedings, if necessary arise to institute may be any of the Applicant shall have to be lodged in courts situated in Jaipur City Only.

  
Registrar



# UNIVERSITY OF RAJASTHAN JAIPUR

## APPLICATION FORM

1. Name :
2. Address :
3. DOB Certificate :
4. Pan Card No. :
5. Adhar Card No. :
6. Qualification :
  - Higher Secondary :
  - Graduation :
  - Post Graduation :
  - Any Other :
7. Work Experience Detail :
8. PPO NO. :
9. Medical Fitness Certificate :

I agree to provide the consultancy services as Assistant Section Officer (Establishment/ Accounts & Audit/ Plan & Project) as per scope of work and Rs. ....../- (Rupees ....../-) per month on the terms & conditions aforementioned.

\* Applicant should submit self attested document regarding serial 1 to 9.

Signature of Applicant