सत्यमेव जयते
Ministry of Education
Government of India

भारतीय ज्ञान परम्परा विभाग
INDIAN KNOWLEDGE SYSTEMS DIVISION
शिक्षा मंत्रालय, भारत सरकार
Ministry of Education, Govt. of India
3rd Floor, J Block, World Trade Centre, Nauroji Nagar
Safdarjung Enclave, New Delhi – 110029

Advt. No. 2-182/IKS 2.0/Estt./2026-27

Name of post(s)	Senior Consultant (Administration– 01 & Finance – 01)
Number of post(s)	02
Nature of post	Purely on contract basis as a part of the IKS Project Management Unit
Monthly Remuneration	Rs.1.5 Lakh p.m. (consolidated)
Period of service	Initially for a period of two years and extendable further as per requirement / performance
Place of Service	New Delhi / Delhi
Essential Qualification(s) & Experience	**For Finance** • Bachelor's or Master's degree in Finance, Accounting, Business Administration or a related field. • 8+ years of experience in Central Govt./State Govt./ Autonomous Bodies/ Central or State Universities /PSU in the capacity of Section Officer and Deputy Secretary level or equivalent level, qualification & experience in private sector. • Experience in financial management, accounting, audits and PFMS operations. • Strong understanding of financial regulations, governance frameworks, and reporting standards. • Proven ability to lead financial teams and provide strategic financial insights. **For Administration** • Bachelor's or Master's degree in Management, Quality Assurance, Business Administration or a related field. • 8+ years of experience in Central Govt./State Govt./ Autonomous Bodies/ Central or State Universities /PSU in the capacity of Section Officer and Deputy Secretary level or equivalent level, qualification & experience in private sector. • Experience in administration, governance and program planning roles. • Strong understanding of legal compliance, governance standards and RTI requirements. • Demonstrated ability to manage multiple priorities and deliver results in a fast-paced environment. • Excellent organizational, communication and problem-solving skills.
Age Limit	Upto 63 years
Key Responsibilties	• Providing overall guidance and support in administrative and financial matters. • Overseeing the preparation, processing and suggestion of proposals. • Assisting in budget formulation, planning, allocation and monitoring of expenditure.

	• Supervising procurement activities and contract management in accordance with applicable Government guidelines. • Coordinating and liaising with various Ministries, Government Departments and other institutions. • Facilitating and monitoring the processing of financial approvals, sanctions and timely release of funds. • Overseeing the preparation, verification and submission of Utilisation Certificates (UCs). • Monitoring financial and administrative activities and ensuring proper maintenance of relevant records. • Ensuring compliance with applicable Government of India rules, regulations, financial guidelines and prescribed procedures. • Providing strategic advice and recommendations for improving administrative and financial management and ensuring the smooth implementation of assigned activities.
Preference	• Candidates with experience/background in IKS will be given preference.

1. Selection will be made as per the prescribed norms and requirement of the job.
2. No TA/DA will be paid for attending the test / written exam/ interview/ joining the duly on selection.
3. The candidate short listed for interview will be informed by e-mail. The IKS Division will not be responsible if the ID provided is incorrect or mailbox is left unchecked.
4. Original Educational Qualifications, Proof of Age, experience etc. should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be uploaded with the application in support of educational qualifications and experience etc.
5. The decision of the IKS Division in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
6. IKS Division reserves the right of terminate any contractual engagement without prior notice in case of any misconduct/unsatisfactory performance etc.
7. This offer of engagement does not confer any right implicit or explicit for your consideration for regularization / absorption in MoE/IKS.
8. Entitle for 2.5 days leave in each calendar month with a provision to carry forward the leave, if the assignment is continued without a break, subject to lapse at the end of the calendar year.
9. Transport Allowance is admissible on duties performed on Saturday, Sunday or any Gazetted Holiday as per eligibility.
10. Not entitled for residential accommodation, official transport, LTC, Leave encashment, Medical reimbursement, Bonus etc. or any other allowance / facilities as admissible any regular employee being a contractual position.
11. TA/DA as per prevalent Govt. Rules for outstation duty(s), if any.

सत्यमेव जयते
Ministry of Education
Government of India

भारतीय ज्ञान परम्परा विभाग
INDIAN KNOWLEDGE SYSTEMS DIVISION
शिक्षा मंत्रालय,भारत सरकार
Ministry of Education, Govt. of India

3rd Floor, J Block, World Trade Centre, Nauroji Nagar,

Advt. No. 2-182/IKS 2.0/Estt./2026-27

Paste self-attested passport size photograph

APPLICATION FOR .....

1. Name of the Applicant: .....
2. Father/Husband's Name: .....
3. Date of Birth: ..... Age:.....
4. Category (SC/ST/OBC/GEN) .....
5. Gender (M/F): .....
6. PAN Number (attach copy of PAN Card) .....
7. Aadhaar No. (attach copy of Aadhaar Card) .....
8. Post held at the time of retirement .....
9. Date of Retirement / Superannuation .....
10. Pension Payment Order No. & date, if applicable.....
    (attach copy of PPO)
11. Last pay drawn/emoluments at the time of retirement .....
    (Pay Matrix/ Pay Band +Grade Pay.) (*attach –Last Pay Certificate & Relieving Order on Retirement*)
12. Present Address:

Pin Code:

Mobile No.:

E-Mail.ID :

13. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

14. Name(s) of Central/State Govt. organization / Central or State Universities / Central/ State funded Autonomous Bodies / equivalent Private sector previously worked and organizations from where retired including Address / Telephone number(s) of contract person(s):

Name of Organization	Name of contact person(s) / Mobile No. / Telephone No.	E-mail ID

15. Details of Professional training obtained, if any, during the period of service:

16. Details of experience – starting with the last & Current position (separate sheet may be Attached, if required)

Post Held	Name of Organization	Period		Matrix Level (if pre-revised pay scale, applicable the same may be mentioned)	Length of Service in years	Nature of duties Performed
		From	To			
Total length of experience in years:						
If selected, what notice period required for joining:						

17. Any other information:

DECLARATION

It is certified that the information provided as above, is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn. I also agree that if any information is found to be wrong later, IKS Division may terminate the position without any further enquiry.

(Signature of the Applicant)

Date : .....
Place : .....

Name.....
Address.....