

Job Description of Consultant (Administration) & P.S. to Chairman (TAI) on contractual basis.

NUMBER OF VACANCIES: 1 (ONE)

Essential Qualifications	Graduate and Certificate/Diploma in Computer Applications of minimum duration of six months. Typing speed of 30 w.p.m.
Desirable qualifications	Degree in Law (L.Lb.)
Duties to be performed	<p>Establishment matters: Maintenance and proper upkeep of buildings, allotment of residential accommodation, repairs of equipments, maintain record of fixed assets, Inventory control, electricity and water, telephone charges, rates and taxes, Diary and dispatch system, record keeping, TAI Website.</p> <p>Proper maintenance of Service records of employees and other administrative records, Advances from the P.F. Account, advise the management on service related matters, Terminal benefits and entitlements of employees, Court cases, Grievance management, Disciplinary matters.</p> <p>P.S. to Chairman (TAI): Monitor the activities and programmes of the State Associations on behalf of Chairman, TAI; handle correspondence with Associations and liaison with other organizations ; Arrangements for meetings in TAI.</p> <p>General:</p> <p>Ensure compliance with statutory regulations.</p> <p>Discharge of such other duties as may from time to time be entrusted to him.</p>
Age	The candidate should be above 40 years age as on 1.1.2023. Retired officials from the Govt./ PSUs/NGOs not exceeding age of 62 years as on 1.1.2023 are also eligible to apply.
Experience	15 years of experience in administration and allied work in an organization of repute. Work in NGO, Government sector will be preferred.
Remuneration	Consolidated Rs. 40,000/- (negotiable).
Term of appointment	One year, extendable in stages of one year, up to maximum of 65 years of age on satisfactory performance

IMPORTANT NOTE

1. All applicants have to send their application form along with scanned copy (in PDF format only) of mark sheets, degree certificates, experience certificates to Secretary General TAI through email to tbassnindia@yahoo.co.in. Retired employees, in addition to the above, have to submit the Service certificate issued by their employer. Last date for receipt of applications is 12/03/2023 at 1630 hrs.
2. The qualifications possessed by candidates must have the required approval of the respective statutory body.
3. Date, venue and reporting time for interview shall be intimated to shortlisted candidates in through email only.
4. Engagement is purely on Contract basis. No claim will be entertained for regularization in TAI by virtue of this contractual engagement. Extension of the contractual engagement will depend on satisfactory assessment of performance and on completion of the assigned tasks.
5. The selected persons shall not be eligible for any other benefits, allowances, facilities, incentives etc as admissible to regular employees of TAI.
6. No TA/DA will be paid for attending the interview
7. Only Indian Nationals will be eligible for the engagement
8. The candidate should be in good health condition and medically fit to perform the duties.
9. The candidate should be proficient in Hindi and English.
10. TAI reserves the right to terminate the engagement at any time without assigning any reason. However in the normal course, engagement will be terminated by giving one month's notice.
11. Candidates must provide correct and factual information regarding the marks scored by them in Essential qualification as this is part of the Selection Criteria. Candidates providing wrong/ false data shall be responsible for consequences including termination(if appointed) apart from legal action.