



SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India, 2007)

6th Mile, Samdur, P.O. TADONG, GANGTOK-737102 SIKKIM

Tel: 03592-251415 Ex-25; Fax: 03592-251085

Email: contactus@cus.ac.in; recruitmentnt@cus.ac.in

Website: www.cus.ac.in

APPOINTMENT NOTICE

Advt. No: S U / R E G / E s t t / F - 2 / 4 0 / 2 0 1 8 / V o l - I I I / 7 7 0 / 2 0 2 5

Date: 19.10.2025

SIKKIM UNIVERSITY, a Central University located in peaceful and beautiful natural surroundings of Sikkim in Eastern Himalayan region invites applications from retired officers of Level: 14 from the Central Autonomous Institutes Preferably Central Universities/IIT's/NIT'S/IIIT's for engagement as "Officer on Special Duty" to the Vice-Chancellor as under: The position is purely on contract basis, initially for a period of one year.

Name of the Post	:	Officer on Special Duty (on contract)
No. of Post	:	01
Eligibility criteria & Experience	:	i. Minimum qualification: Post-Graduate in any discipline with 55% marks. ii. Should have retired from the rank of Registrar/ Finance Officer of Level: 14 or equivalent on regular basis. iii. Should be well-versed with the following: All GoI rules and regulations related to Finance and Accounts, Audit, GFRs 2017, Recruitment Rules, Administrative & Establishment/ Purchase & Stores Management, Secretariat Matters, RTI, Court Cases, Grievance Redressal, Contract Executions etc. Desirable qualification: i. Degree in Law from a recognized university. ii. Should have knowledge of computer applications and should be able to work independently.
Age limit	:	Not more than 64 years as on the closing date of application.
Scope of Duties	:	During the period of engagement, the Officer on Special Duty would support to the Vice-Chancellor, Sikkim University in works related to finance, accounts, audit, GFRs 2017, construction contract, administration & establishment and any other matters as required by the Vice-Chancellor, Sikkim University.
Remuneration (Per Month)	:	As per rules for Appointment of retired central government employees.

General Terms & Conditions:

1. **Period of engagement:** The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Officer on Special Duty or functional requirement of the Office with the approval of the Competent Authority.
2. **Selection Procedure:** The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Officer on Special Duty will be selected/ nominated from shortlisted candidates. The Competent Authority reserves the right to reject an application without mentioning any reason.
3. **Remuneration:** Apart from consolidated remuneration, no other allowances will be provided. Retired employees engaged as Officer on Special Duty may be allowed Transport Allowance, residential accommodation, TA/DA on official tour, if any, as per the entitlement at the time of retirement.
4. **Age Limit:** Not more than 64 years.
5. **Scope of Duties:** During the period of such engagement, the Officer on Special Duty would be required to perform work as assigned to him by the Vice-Chancellor, Sikkim University.
6. **Office time and working hours:** Working hours shall be from 9.30AM to 5.30 PM during working days including half an hour lunch break in between. The Officer on Special Duty will not be allowed to take any other assignment during the period of this contractual engagement. He/she may be called on Saturday/Sunday/Other Gazetted holidays, if required.
7. **Tax deduction at Source:** 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 office will issue TDS certificate.
8. **Confidentiality of data and documents:** The Intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for the office shall remain with this office. No one shall 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 for the office, without the express written consent of the office. The Officer on Special Duty shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract and before the final payment is released by the office.
9. **Conflict of interest:** The Officer on Special Duty appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this University. He/she would not be permitted to take up any other assignment during the period of engagement without permission of the competent authority.

10. **Termination of service:** The engagement may be terminated at any time without assigning any reason. In case, Officer on Special Duty desires to leave the assignment, he/she is to give 30 days' notice which can be curtailed/extended depending upon the workload. In the event, if the Officer on Special Duty is found unfit on any account or if he/she is found guilty of any misconduct, his/her services can be terminated immediately without any notice.
11. **Fee:** Application fee of Rs. 500/- will be applicable. Candidates may make the payment to the account as mentioned below and submit the payment receipt along with the application form:
Payment Head: Sikkim University Recurring
Account No: 37937291956
Bank: State Bank of India
Branch: Ranipool
IFSC Code:SBIN0012421
12. **No TA/DA shall be admissible to attend the interview**
13. **How to apply:**
Interested candidates may apply in following ways: -
- a. Send detailed resume in the prescribed format through email & supporting documents to email: recruitmentnt@cus.ac.in by **November 07, 2025**.
 - OR
 - b. Submit hard copy of resume and duly filled form & supporting documents to the Registrar, Sikkim University, 6th mile, Samdur, P. O. : Tadong-737102, Gangtok, Sikkim by **November 07, 2025**.
14. Person engaged will not be treated on par with regular employees of Sikkim University and shall have no right to claim implicit or explicit for their absorption or regularization in Sikkim University.

Sd/-
Registrar

Format of the Application Form
APPLICATION FOR ENGAGEMENT OF OFFICER ON SPECIAL DUTY TO THE VICE
CHANCELLOR OF SIKKIM UNIVERSITY

Advertisement No				Affix the Photograph
Name in full (in Block letters)				
Father's/Husband's Name:				
Date of Birth (DD/MM/YYYY)				
(b) Age as on closing date		Years	Months	
		Days		
Nationality				
Religion				
Category (SC/ST/OBC/PH/GEN)				
Date of superannuation from Govt. Service				
PPO (Enclose Xerox Copy) **				
Complete residential address (In block letters) with phone number/mobile no./Email ID**				
Office address at the time of retirement (In block letters)				
Educational Qualifications in chronological order beginning from SSC (10th Onwards)				
Examination passed	University/Institution/Board	Year of Passing	Division/Class with %age of mark	
Employment records (in chronological order starting with the last job)				
Name and address of the employer	Period		Designation of post held and scale of pay PB/GP or Level as per 7CPC	Area of Experience
	From	To		

Additional relevant information, if any, in support of your suitability for the said engagement*

Three Reference Name, Designation, Positional Address, Mobile No., E-mail Id, not below the rank of Vice-Chancellor or Director level or equivalent, under whom the candidate was working under him.
1.
2.
3.

* Attach separate sheet, if required.

** Mandatory fields

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms and conditions for engagement of Officer on Special Duty to the Vice Chancellor of Sikkim University.

Place.....

Signature of the Candidate.....

Date.....

Name.....