



# Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act, 2002  
UP Act No 9 of 2002, passed by the Uttar Pradesh Legislature)  
Greater Noida Gautam Buddha Nagar- 201312 (U.P.)

## ENGAGEMENT OF CONSULTANTS

Advertisement No: GBU/Admn/2026-04 Dated: 23<sup>rd</sup> June 2026

The Gautam Buddha University, Greater Noida, Gautam Budh Nagar U.P. invites application to engagements of the retired government personnel as **CONSULTANTS**. The details are as under:-

<b>A. Required for Finance and Accounts:</b>			
S.No.	Name of Post	Required Eligibility	Required Numbers
1.	Consultant Level-III (For Finance and Accounts)	Retired from Pay Level-11 OR 12	01
2.	Consultant Level-IV (Finance and Accounts)	Retired from Pay Level-08 OR above	02
<b>B. Required for Administration:</b>			
1.	Consultant Level-I (For Administration)	Retired from Pay Level-14	01
2.	Consultant Level-III (For Legal Cell)	Retired from Pay Level-11 OR 12	01

Interested and eligible candidates may submit their applications in the prescribed format through Speed Post/Registered Post only, addressed to:

**The Registrar**  
Gautam Buddha University  
Greater Noida, Gautam Budh Nagar – 201312  
Uttar Pradesh, India

The duly completed application form must reach to the University on or before 23 July 2026 up to 5:30 PM.

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**Rules for Engagement of Retired Government Personnel in the  
Gautam Buddha University, Gautam Buddha Nagar (U.P.)**

This document lays down comprehensive guidelines for engagements of the retired government personnel in GBU which are well defined in terms of content and scope.

The scheme of engagement of full time Consultant(s) in the GBU shall henceforth be regulated as per these guidelines.

**2. When and how to engage retired government personnel**

2.1 For a specific purpose, the specific rules and procedures to be followed for employing consultant/retired personnel depending upon the circumstances of the particular case. However, following main consideration would guide the need and the engagement process :-

- a) Absence of required expertise in-house;
- b) The need of high quality service
- c) The need for economy and efficiency
- d) The need to have high qualified consultant for providing the specific services;
- e) The identification of scope of work and the time frame for which services are to be availed of.

2.2 Engagement shall not be made against the substantive position of the University with the same nomenclature. However, any person having requisite qualification and experience may be appointed against the substantive position, if it is specified in its Recruitment and Promotion Rules that the position may be filled on contract after fulfilling all the conditions specified therein.

2.3 In order to cope up with the current pace of projects & works etc. whenever it become necessary to engage the retired officers / professionals from open market as Consultant(s), the following levels may be used for the appointment: -

Sl. No.	Consultant Level	Pay Level of retired Personnel
1	I	Level 14 and above
2	II	Level 13/13A or equivalent and above
3	III	Level 11 or Level 12
4	IV	Level 8 and above

**4. PERIOD OF ENGAGEMENT:**

- i. The engagement of a retired personnel/Consultant would be for a period of one year or less depending upon the work to be assigned to him/her subject to the maximum age limit prescribed for engagement. The period of engagement would be extended for further period as per requirements.
- ii. The engagement of Consultant(s) would be on full-time/part time basis depending upon the requirement. If consultant(s) are engaged on full time basis they would not be permitted to take up any other assignment during the period of Work / Consultancy with the GBU.

**5. AGE LIMIT**

The maximum age limit of consultant shall not exceed 70 years during the period of their engagement. However, this age limit can be relaxable in the case of exceptional case with the approval of Competent Authority.

**6. ELIGIBILITY CRITERIA**

- (i) The Retired Government Officers who have excellent service record and are physically fit will be eligible.
- (ii) Respective Head of Unit / Office shall mention the qualification / eligibility criteria while making requisition for the engagement of Consultant(s).
- (iii) A Retired Officer against whom a vigilance case or a university proceeding or criminal prosecution is pending at the time of his / her retirement will not be considered. Similarly, in case of engagement of personnel from open market, he / she should be free from any criminal/ Legal Proceedings.
- (iv) Only Indian Nationals or Citizens of India who are fulfilling the eligibility criteria shall be considered as Consultant.

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## 7. SELECTION PROCEDURE

Procedure to be followed for selecting the candidates for engagement as Consultant(s):  
Based on these general guidelines, the concerned Unit / Office Head desirous of engaging Consultant(s) against specific jobs / vacancies shall prepare Specific Terms of Reference e.g. designation, qualification, experience etc. for the work to be carried out by Consultant(s) and forwarded to Competent Authority.

The Registrar will prepare advertisement for inviting applications for engagement of Consultant(s) and placed the same on GBU website or / and also to publish the indicative notice in national Newspapers.

The applications received in response to the advertisement will be processed by the respective Member — Secretaries of the Consultant Evaluation Committees in accordance with eligibility criteria and list of eligible candidates will be prepared for placing before the Consultant Evaluation Committee (CEC).

The candidates will be required to produce photocopy duly supported by original certificates in support of fulfilling the eligibility criteria viz. educational qualification and proof of age.

The Consultant Evaluation Committee (CEC) shall evaluate the application of eligible candidates and recommend panel of consultant. The CEC may invite the eligible candidates for personal interaction, if required, for which GBU will not pay any TA / DA to the candidates.

The composition of the Evaluation Committee shall be as under:

- Registrar, GBU - Chairman
- VC nominee - Member
- Expert (To be nominated by VC) - Member
- Sectional Head - Member

## 8. REMUNERATION

The persons engaged under the above guidelines shall be paid an all-inclusive (including Transport Allowance) monthly remuneration (fixed) / part time remuneration as under:

Sl. No.	Consultant	Per month	Part time remuneration	Remark
1	Level 1	Rs.80000-100000	@3000/ day	Requisite experience in the desired field of the engagement.
2	Level 2	Rs.50000-75000	@2500/ day	Requisite experience in the desired field of the engagement.
3	Level 3	Rs. 40000 - 60000/-	@2000/ day	Requisite experience in the desired field of the engagement.
4	Level 4	Rs. 35000-50000/-	@1500/ day	Requisite experience in the desired field of the engagement.

Note 1 - The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

Note 2 - Enhanced remuneration may be paid to deserving officials on case-to-case basis with the approval of Competent Authority on account of special expertise/ experience in the concerned field.

Note 3- TA and DA shall be paid as per University rules to part time consultant only.

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**9. POWERS TO RELAX**

The Vice- Chancellor, GBU shall have the powers to relax the qualification, age limit, remuneration in case of deserving expert(s)/consultant(s) in special cases to be recorded in writing.

**10. LEAVE**

The official shall be eligible for 8 days leave in a calendar year on pro-rata basis subject to approval of Competent Authority. Therefore, a official shall not draw any remuneration in case of his / her absence beyond 8 days on a year.

GBU would be free to terminate the services in case of official remains absent, without intimation, for a period more than 15 days beyond entitled leave in a calendar year. The engagement can also be terminated by either side on by giving one month notice or by paying one month salary without assigning any reason thereof.

**11. DISPUTE RESOLUTION**

The decision of the Vice Chancellor of the University in case of any arbitration, dispute, claim or controversy shall be final.

**12. LOGISTICS AND SUPPORT**

The consultant(s) would be provided working space, computer / internet facility and other necessities as deemed fit by GBU Authority. Accommodation may be provided by the University depending upon the availability and subject to the necessary deductions fixed by the University.

**13. ALLOWANCES**

Appointee will not be eligible for any allowances other than monthly remuneration (fixed) / part time remuneration.

**14. RIGHTS OF THE GBU**

GBU has the right to cancel any advertisement for selection of **Consultant(s)** or not to proceed further in the matter. GBU also reserves the right to accept or reject all or any of the applications without assigning any reasons whatsoever.

**15. DRAWAL OF PENSION**

In case of Retired servants, he / she shall continue to draw Pension and the Dearness Relief on the Pension during the period of his/her engagement. The engagement shall not be considered as a case of re-employment in any case.

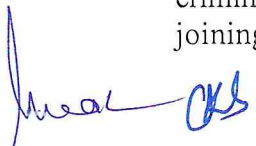
**16. DECLARATION OF SECRECY**

All personnel engaged will furnish Oath of Secrecy in a prescribed format Annexure — **II** at the time of joining their assignment.

During the period of assignment official would be subjected to the provisions of the Indian Official Secret Act, 1923 and will not be divulge any information gathered by them during the period of assignment to anyone who is not authorized to know / have the same.

**17. DECLARATION OF VIGILANCE / CRIMINAL PROCEEDINGS**

All retired personnel engaged will be required to furnish a declaration regarding vigilance / criminal proceedings against him / her in a prescribed format **Annexure — III** at the time of joining their assignment.



**UNDERTAKING**

I, ..... (Name), date of birth.....

S/o ..... Correspondence

address..... appointed/as having been appointed as in GBU do hereby undertake that information given by me at the time of my application and joining in GBU are true and correct to the best of my knowledge and belief. In case any information given by me is found incorrect or false at any stage, GBU has absolute right to take necessary action including discontinuance of my service without any notice.

(Signature)

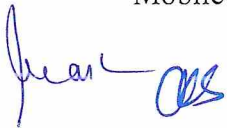
Name: .....

Designation: .....

Place: .....

Date: .....

Mobile No. ....



Annexure — II

**DECLARATION OF FIDELITY AND SECRECY**

I,.....(Name), having been appointed as.....in GBU do hereby declare that I will truly, faithfully and to the best of skill and ability execute and perform the duties with due diligence required for GBU. I will follow all the rules and regulations of the GBU, which are in force during the period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of GBU or any of its field office therefore, my services shall be discontinued by terminating the contract without assigning reason.

Further, it is declared that during the period of my assignment with GBU, it is likely that I may come across certain information of important or secret nature. I shall, therefore, be subjected to the provisions of the Indian Official Secrets Acts, 1923, not only during the period of the assignment but also thereafter. More particularly, I will not divulge any information gathered by me during the period of the assignment but also thereafter. Further, shall not, except with the previous sanction of the GBU or in the bona fide of my duties, publish a book or a compilation of articles or participate in a radio broadcast, either in my own name or anonymously or pseudonymously in the name of the any other person, in such book, article broadcast or letter.

(Signature)

Name: .....  
Designation: .....

Place: .....  
Date: .....  
Mobile No. ....

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**DECLARATION OF VIGILANCE / CRIMINAL PROCEEDINGS**

I,..... (Name), having been appointed as.....by GBU, Greater Noida, I do hereby declare that there is no Vigilance or criminal proceedings are contemplating against undersigned at the time of joining as.....Consultant in GBU. If any such proceeding found against undersigned GBU has full right to terminate my tenure without any notice and will take any legal action against me.

(Signature)

Name: .....

Designation: .....

Place: .....

Date: .....

Mobile No. ....

*Manu CBS*