Advertisement for Senior Consultant (General Administration Department - GAD)

"Tribhuvan" Sahkari University (TSU) was established through an Act of Parliament in 2025 as an Institution of National Importance dedicated to advancing technical education, management education, training, research, and capacity building in the cooperative sector. Guided by the vision of "Sahkar Se Samriddhi" (Prosperity through Cooperation), TSU seeks to emerge as a leading centre of excellence for cooperative education and research in India.

Applications are invited for the following position for a tenure of 11 months. The tenure may be extended based on satisfactory performance and institutional requirements.

NAME OF THE POST	**SENIOR CONSULTANT (GENERAL ADMINISTRATION DEPARTMENT-GAD)**
Number of Posts	01
Consolidated Pay	Rs.88,000/- Per Month (All inclusive)
Age limit	45 to 63 years of age
Educational and other qualifications required:	**Essential Qualification:** Bachelor's Degree in any discipline from a recognized University/Institute with a minimum of 60% marks or equivalent. Preference will be given to candidates possessing a postgraduate degree or professional qualification in Public Administration or related discipline. Working knowledge of computers and relevant software is essential. **Experience and Professional Competence** Minimum 10 years of experience in General Administration Department of a Central Govt./State Government/Autonomous/PSU organizations. Thorough knowledge of the Central Universities Act, Statutes, Ordinances, UGC Regulations, Government of India rules, and CCS Rules are essential. Excellent administrative, organisational, drafting, and communication skills are required. Proficiency in MS Office, e-Office systems, and digital document management are essential. Handling statutory compliance matters, including processing Right to Information (RTI) Act cases, drafting replies to RTI queries, are desirable. Preference will be given to retired Sr. Officer/Officer (GAD) (equivalent or higher-level posts) of Central Govt./State Govt./Autonomous/PSU/Statutory Bodies with above essential experience and professional competence.
Employment Type	Contractual

GENERAL INSTRUCTIONS AND CONDITIONS FOR CANDIDATES

1. Candidates must be citizens of India.
2. Only online applications submitted through the official University website portal (https://tsu.ac.in/careers/careers.php) will be accepted. The portal of online application will remain open up to 23:59 hrs on 22 November 2026.
3. Eligibility regarding qualifications and experience shall be determined as of the prescribed closing date for submission of online applications.
4. Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being shortlisted. The decision of the University to call the candidates for interview shall be final.
5. Only shortlisted candidates will be contacted.
6. Selected/shortlisted candidates must produce all original certificates regarding educational qualifications, experience, category, and age proof at the time of document verification/interview.
7. Applicants currently serving in Government, Autonomous Bodies, or PSUs must produce a No Objection Certificate (NOC) and Vigilance Clearance Certificate from their employer at the time of document verification.
8. Engagement is subject to producing a medical fitness certificate issued by a designated Medical Board.
9. Shortlisting may involve a screening test, followed by a physical interview. No TA/DA will be paid for attending the test or interview.
10. Selected consultants may be placed at any campus of Tribhuvan Sahkari University.
11. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for interview.
12. The decision of the University in all selection matters shall be final, and legal disputes are subject to the jurisdiction of the Courts in Gujarat (Anand/Ahmedabad).
13. Official inquiries regarding the recruitment drive may be directed via email to recruitment@tsu.ac.in.

Sd/-
Registrar TSU, Anand