



INDIAN INSTITUTE OF HERITAGE

A-19, Institutional Area, Sector 62, Noida - 201 309

No.F.1(11)/2024-IIH/

April 30, 2024

VACANCY NOTICE

Applications are invited from eligible retired officers/officers working in Central Government/State Government officers/Government Universities/Government Colleges for one position of Officer on Special Duty to Vice Chancellor to be reported to Vice Chancellor in the rank of equivalent to the last position held/position on which retired from the service initially for 01 year extendable up to 03 years on a consolidated monthly remuneration of Rs.1,00,000/-.

Eligibility Criteria for Officer on Special Duty:

1. Retired Central University Officers equivalent to the rank of Deputy Secretary/Director from Central University/Deemed to be University/central autonomous body.
2. Must be Post Graduate in any discipline from a UGC-recognized University.
3. Must have good knowledge of working on Computer (MS Office software)/E office/internet.
4. Should be well acquainted with the functioning of Central Government Ministries/Departments/Universities and aware of rules/regulations of Central Government.
5. Must have not exceeded the age of 65 years on the closing date of receipt of applications.
6. Persons with 3-4 years of administrative, academic and accounts experience and who has qualifications comparable to the post of Registrar may also be considered.
7. Method of Recruitment:

On contract basis for a period of one year extendable upto three years.

8. Applications may reach to the office of Vice-Chancellor, Indian Institute of Heritage, National Museum, First Floor, Janpath, New Delhi-110011 within 10 days from the date of publication of this vacancy notice in Website.

Superintendent
Indian Institute of Heritage
Tel: 0120-2975632