

# **Maulana Azad Education Foundation (MAEF)**

Maulana Azad Campus, Chelmsford Road, New Delhi – 110055

## **ADVERTISEMENT**

Applications are invited from eligible candidates for filling up posts of Senior Associates and Junior Associates on short term contract basis for a period of six months. The complete details of the vacancies like job profile, educational qualification etc. are available on the website [www.maef.nic.in](http://www.maef.nic.in) under the link 'Careers'. Interested candidates may submit their application latest by 1<sup>st</sup> March, 2019 till 5:30PM. Based on the scrutiny of the applications shortlisted candidates may be called for an interview.

**Rizwanur Rahman**  
**Secretary & CEO**

**File No.IX/I/MAEF/Admin/HR/2018**

**Maulana Azad Education Foundation**

Maulana Azad Campus, Chelmsford Road, New Delhi – 110055

Maulana Azad Education Foundation (MAEF) requires the services of 05 (Five) Senior Associates and 05 (Five) Junior Associates on contract basis on a short term temporary and non-official capacity for a period of six months. The eligibility criteria, educational qualification required and remuneration for the positions of Senior Associates and Junior Associates are as under:-

**Senior Associates:**

- i. **Job Requirement:** Senior Associates would be expected to support the processes of implementation and monitoring of various schemes of MAEF. They are also expected to prepare documents pertaining to various schemes. Handle budget, finance, and Parliament related matters, RTI etc. or any other job assigned from time to time as per requirement.
- ii. **Essential Qualifications:** Candidates should possess at least having a Master's Degree in any discipline **OR** Bachelor's degree in Engineering, LLB, CA, CS, MCA, MBA, etc. Preference would be given to candidates possessing Bachelor's degree in Engineering, LLB, CA, CS, MCA, MBA, etc. Candidates having work experience of two years in the processes of implementation of Schemes/ Programmes of Government would be preferred.
- iii. **Age Limit – 28 – 50 years.**
- iv. **Period of Engagement:** - the period of engagement shall be six months. The initial term of engagement and subsequent extension(s) if any, shall be decided on a case to case basis on the basis of performance.
- v. **Remuneration** – the Maximum amount of monthly consolidated remuneration payable to Sr. Associates shall be Rs.35,000/- to Rs.50,000/- depending upon educational qualification, experience and performance.
- vi. **Allowance:** The Senior Associate shall not be entitled to any allowance available to regular Government employees such as Dearness Allowance, Residential

Telephone, Transport Facility, Residential Accommodation/HRA, CGHS, and Medical Reimbursement etc.

- vii. **Leave:** Senior Associates shall be eligible for 6 days' leave during the tenure on pro-rata basis. Therefore, a Senior Associate shall not draw any remuneration in case of his/her absence beyond 6 days in six months calculated on a pro-rata basis.

MAEF would be free to terminate the services in case of absence of Senior Associate by more than 15 days beyond the entitled leave.

- viii. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. A Senior Associate will not be allowed foreign travel at Government Expense. TA/DA entitlements for Senior Associate within country will be decided later on by MAEF.

#### **Junior Associates:**

- i. **Job Requirement:** Junior Associates would be expected to assist in the processes of implementation and monitoring of various schemes of MAEF. They are also expected to draft documents pertaining to various schemes. Handle budget, finance, and Parliament related matters, RTI etc. or any other job assigned from time to time as per requirement.
- ix. **Essential Qualifications:** Candidates should possess at least having a Bachelor's Degree in any discipline **OR** Bachelor's degree in Engineering, LLB, CA, CS, MCA, MBA, etc. Preference would be given to candidates possessing Bachelor's degree in Engineering, LLB, CA, CS, MCA, MBA, etc. Candidates having work experience of one year in the processes of implementation of Schemes/ Programmes of Government would be preferred.
- ii. **Age Limit – 25 – 35 years.**
- iii. **Period of Engagement:** - the period of engagement shall be six months. The term of engagement and subsequent extension(s) if any, shall be decided on a case to case basis on the basis of performance.

- iv. **Remuneration** – the Maximum amount of monthly consolidated remuneration payable to Junior Associates shall be Rs.20,000/- to Rs.35,000/- depending upon educational qualification, experience and performance.
- v. **Allowance:** The Junior Associate shall not be entitled to any allowance available to regular Government employees such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation/HRA, CGHS, Medical Reimbursement etc.
- vi. **Leave:** Junior Associates shall be eligible for 6 days' leave during the tenure on pro-rata basis. Therefore, a Junior Associate shall not draw any remuneration in case of his/her absence beyond 6 days in six months on a pro-rata basis. Also un-availed leave in a calendar year cannot be carried forwarded to next calendar year.

MAEF would be free to terminate the services in case of absence of Junior Associate by more than 15 days beyond the entitled leave.

- vii. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Junior Associate will not be allowed foreign travel at Government Expense. TA/DA entitlements for Junior Associate within country will be decided later on by the MAEF.

**Applications may be made in the prescribed format by Speed Post/ By Hand only as at Annexure – I addressed to the following:-**

**To,**

**Rizwanur Rahman,**  
**Secretary & CEO,**  
Maulana Azad Education Foundation,  
Maulana Azad Campus,  
Opposite New Delhi Railway Station Entry Gate,  
Chelmsford Road,  
New Delhi – 110 055.  
Phone No. – 011 – 23583788 / 89

**Annexure – I**

**BIO-DATA**

Photograph

**Post Applied for: Junior Associate / Senior Associate**

1	Full Name (in Block Letters)			
2	Date of Birth			
3	Religion			
4	Address for Correspondence			
5	Contact Number (Mobile):			
	E-mail:			
6	Education Qualifications			
7	Complete Experience/Posting Profile			
S. No.	Period	Post Held/ Organization	Place of Posting	Brief Job description
7.1				
7.2				
7.3				
7.4				
8	Relevant Experience in years			
9	Any other Achievements			

Certified that the above particulars are correct and complete.

(Signature of Applicant)

Date:

**Note: - Self attested copies of credentials to be enclosed.**