



INDIAN KNOWLEDGE SYSTEMS DIVISION

(Ministry of Education, Govt. of India)
3rd Floor, J Block, World Trade Centre, Nauroji Nagar,
Safdarjung Enclave, New Delhi – 110029
website: www.iksindia.org

Advt. No. 2-182/IKS 2.0/Estt/2026-27

Name of post(s)	Chief Administrative Officer
Number of post(s)	01
Nature of post	Purely on contract basis as a part of the IKS Project Management Unit
Monthly Remuneration	Rs.2.0 Lakh p.m. (consolidated)
Period of service	Initially for a period of two years and extendable further for three years as per requirement / performance
Place of Service	New Delhi / Delhi
Basic Requirements	Recently retired Central Govt./State Govt./ Autonomous Bodies/Central or State Universities officials in the capacity of and Deputy Secretary & Director or equivalent level having drawn Grade Pay from Rs.7,600/- to Rs.8,700/- (Level – 11 to 13 as per 7thCPC) on substantive post at the time of retirement or equivalent in private sector.
Essential Qualification(s)	<u>For Administration</u> <ul style="list-style-type: none">• Bachelor's or Master's degree.• Minimum of 8+ years of experience in administration, program planning and implementation roles in government or private sector.• Demonstrated ability to manage multiple priorities and deliver results in a fast-paced environment.• Excellent organizational, communication, and problem-solving skills.• Ability to work collaboratively with diverse teams and lead initiatives independently.• Strong understanding of governance frameworks, compliance standards, and stakeholder engagement.
Age Limit	Up to 63 years
Job Description	<u>For Administration</u> Implement the IKS Division programs, supervise building of ERP systems to monitor the IKS Division projects, supervise the personnel in the IKS Division for their daily day to day tasks. Develop and enforce governance policies and procedures to maintain accountability and transparency. Manage and maintain high-quality records, ensuring accuracy, security, and easy accessibility for internal and external audits. Ensure compliance with legal frameworks, governance standards, and RTI (Right to Information) regulations.

1. Selection will be made as per the prescribed norms and requirement of the job
2. No TA/DA will be paid for attending the test / written exam/ interview/ joining the duty on selection.
3. The candidate short listed for interview will be informed by e-mail. The IKS Division will not be responsible if the ID provided is incorrect or mailbox is left unchecked.
4. Original Educational Qualifications, Proof of Age, experience etc. should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be uploaded with the application in support of educational qualifications and experience etc.
5. The decision of the IKS Division in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
6. IKS Division reserves the right to terminate any contractual engagement without prior notice in case of any misconduct/unsatisfactory performance etc.
7. This offer of engagement does not confer any right implicit or explicit for your consideration for regularization / absorption in MoE/IKS.
8. Entitled for 2.5 days leave in each calendar month with a provision to carry forward the leave, if the assignment is continued without a break, subject to lapse at the end of the calendar year.
9. Transport Allowance is admissible on duties performed on Saturday, Sunday or any Gazetted Holiday as per eligibility.
10. Not entitled for residential accommodation, official transport, LTC, leave encashment, Medical reimbursement, Bonus etc. or any other allowance / facilities as admissible any regular employee being a contractual position.
11. TA/DA as per prevalent Govt. Rules for outstation duty(s), if any.



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Paste self-
attested
passport size
photograph

APPLICATION FOR

1. Name of the Applicant:
2. Father/Husband's Name:
3. Date of Birth: Age:.....
4. Category (SC/ST/OBC/GEN)
5. Gender (M/F):
6. Aadhaar No. (attach copy of Aadhaar Card)
7. PAN Number (attach copy of PAN Card)
8. Post held at the time of retirement, if applicable
9. Date of Retirement / Superannuation
10. Last pay drawn/emoluments at the time of retirement
(Pay Matrix/ Pay Band +Grade Pay.) (attach –Last Pay Certificate & Relieving Order on Retirement)
11. Pension Payment Order No. & date, if applicable.....
(attach copy of PPO)
12. Present Address:

Pin Code:

Mobile No.:

E-Mail.ID:

13. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

14. Name(s) of Central/State Govt. organization / Central or State Universities / Central/ State funded Autonomous Bodies / equivalent Private sector previously worked and organizations from where retired including Address / Telephone number(s) of contract person(s):

Name of Organization	Name of contact person(s) / Mobile No. / Telephone No.	E-mail ID

15. Details of Professional training obtained, if any, during the period of service:

16. Details of experience – starting with the last & current position (separate sheet may be Attached, if required)

Post Held	Name of Organization	Period		Matrix Level (if pre-revised pay scale, applicable the same may be mentioned)	Length of Service in years	Nature of duties Performed
		From	To			

Total length of experience in years:

If selected, what notice period required for joining:

17.

Summary of experience/performance	Any Other Professional Activities Undertaken, Awards Received	Membership of Professional Societies

18. Please Indicate your experience that you will bring to facilitate the administration of the IKS Division both on a day to day basis & long-term administrative planning:

19. Why are you Passionate about IKS (250 Words):

20. Any other information:

DECLARATION

It is certified that the information provided as above, is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn. I also agree that if any information is found to be wrong later, IKS Division may terminate the position without any further enquiry.

(Signature of the Applicant)

Date :

Name.....

Place :

Address.....