

**International Institute for Population Sciences (IIPS),
(Deemed to be University)**

An autonomous Institute under Administrative Control of Ministry of Health & Family Welfare

Applications are invited from eligible candidates for the following post – No. of position – 1
(One) in each section/office

Sl. No.	Post	Section/Office	Purpose	Essential
1	Consultant	Establishment & Administration	Post vacant consequent upon closure of Shri A. Sukumaran Nair's contract on age bar; expert opinion/ guidance on establishment matters.	As per (A) Cases where contract appointment is made on nomination basis: Such cases will cover appointment of a retired Central Government employee on contract basis, including as Consultants, by way of nomination based on the credentials of the past service and not through open market advertisement. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by the appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority."

2	Consultant	Store Section	Assistance in procurement, inventory and store-related administrative work	Educational Qualification • Bachelor's degree in Commerce, Business Administration, Supply Chain Management, Logistics, or a related discipline from a recognised university. • A diploma or certification in Materials Management, Inventory Management, or Procurement will be an added advantage. Experience • Minimum 2–5 years of relevant experience in procurement, inventory management, stores, or warehouse administration. • Experience of working in government organisations, public sector undertakings, autonomous bodies, or reputed private organisations is desirable. • Experience in maintaining stock records and handling procurement documentation. Knowledge and Skills • Sound knowledge of procurement procedures, inventory control, and store management practices. • Familiarity with purchase processes, vendor coordination, and goods receipt procedures. • Proficiency in MS Office applications, particularly Excel and Word. • Experience with ERP, inventory management, or store management software is desirable. • Good record-keeping, documentation, and filing skills. • Strong organizational, analytical, and communication skills. • Ability to work independently as well as in a team while meeting deadlines. Key Responsibilities • Assist in procurement activities, including preparation of purchase-
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				related documents and coordination with vendors. • Maintain inventory records and monitor stock levels. • Ensure proper receipt, storage, issue, and documentation of materials. • Assist in stock verification, reconciliation, and preparation of inventory reports. • Maintain store registers and procurement records in accordance with organizational procedures. • Coordinate with internal departments regarding material requirements and stock availability. • Support store-related administrative work and ensure compliance with applicable rules and procedures. • Perform any other duties assigned by the competent authority related to procurement and store management.
3	Consultant	Director's Office	To assist Administrative Manager to the Director's Office	as the Director. □ To coordinate meetings, official visits, conferences, and appointments of the Director. □ To coordinate with various academic, administrative, and statutory sections for timely implementation of the Director's decisions and institutional priorities. □ To handle confidential and sensitive matters with discretion and maintain absolute confidentiality of official records. □ To liaise with Ministries, Government Departments, statutory bodies, universities, and other external agencies on behalf of the Director's Office. □ To supervise and guide the staff posted in the Director's Office for smooth functioning of day-to-day activities. □ To perform any other administrative or institutional duties assigned by the Director or the Competent Authority from time to time.
4	Consultant	NIDP	Civil engineering expertise for NIDP-related works/projects.	Essential: • Degree in Civil Engineering from a recognized University/Institution. • Minimum 10 years' experience in planning, execution, supervision,

				maintenance, and monitoring of civil works/projects, preferably in Government, Autonomous Bodies, PSUs, or reputed organizations. • Proven expertise in NIDP-related works/projects, including construction, renovation, infrastructure development, tendering, contract management, quality control, and coordination with statutory agencies. • Sound knowledge of civil engineering principles, construction practices, and project management. • Familiarity with CPWD/PWD specifications, General Financial Rules (GFR), tendering procedures, and contract management. • Ability to prepare and scrutinize estimates, technical specifications, bills of quantities (BOQs), and project reports. • Proficiency in AutoCAD, MS Office, and project management software is desirable. • Good analytical, documentation, coordination, and communication skills. • Ability to liaise effectively with contractors, consultants, and government agencies. Key Responsibilities • Provide technical expertise for planning, execution, supervision, and monitoring of NIDP-related civil engineering works/projects. • Prepare and review technical estimates, drawings, specifications, and tender documents. • Monitor project progress, quality, timelines, and compliance with approved standards and specifications.
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5	Legal Advisor		Retainer Lawyer To look after legal issues and court matters. Once in a week or as per need. Advise the Institute in matters relating to court cases, arbitration, disciplinary proceedings, and compliance with applicable laws and regulations.	Educational Qualification: • Bachelor's Degree in Law (LL.B.) from a recognized university. • Enrolment with the Bar Council of India/State Bar Council and a valid Certificate of Practice. • A Master's Degree in Law (LL.M.) will be an added advantage. Experience: • Minimum 7–10 years of post-qualification experience in legal practice. • Experience in handling litigation, arbitration, service matters, disciplinary proceedings, and contractual disputes. • Experience in representing or advising Government Departments, Autonomous Bodies, Educational Institutions, Public Sector Undertakings, or Statutory Bodies is desirable. • Proven experience of appearing before courts, tribunals, and quasi-judicial authorities. Knowledge: • Thorough knowledge of Indian laws relating to civil, criminal, labour,

				service, contract, arbitration, and administrative matters. • Sound understanding of legal drafting, vetting of agreements, contracts, MoUs, notices, affidavits, and pleadings. • Familiarity with statutory compliance requirements applicable to educational institutions and autonomous bodies. • Strong analytical, negotiation, advocacy, and communication skills. • Ability to provide timely legal opinions and practical solutions on complex legal issues. • Age Limit Not more than 65 years. Key Responsibilities • Advise the Institute on legal matters relating to litigation, arbitration, disciplinary proceedings, contracts, and statutory compliance. • Represent or coordinate representation of the Institute before courts, tribunals, and other judicial or quasi-judicial authorities, as required. • Draft, vet, and review legal notices, agreements, contracts, memoranda of understanding (MoUs), affidavits, replies, and other legal documents. • Examine legal implications of institutional decisions and provide written legal opinions. • Coordinate with external counsel and government authorities in connection with ongoing legal matters. • Assist the Institute in ensuring compliance with applicable laws, rules, regulations, and statutory requirements. • Attend the Institute once a week or as required, and provide legal support on urgent matters whenever necessary.
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As per OM F.No.03-25/2020-E.III A dated 13.08.2020 (Ministry of Finance, Department of Expenditure), retired Central Government employees/professionals may be engaged as Consultants on contract/nomination basis, subject to functional necessity and eligibility conditions as specified against each post at para 1 above, with each engagement kept to the bare minimum and limited to an initial period of three months.

Interested candidates are requested to send their detailed CV's alongwith supporting documents to establishment@iipsindia.ac.in, registrar@iipsindia.ac.in on or before 24th August, 2026 upto 5:00 p.m. Candidates have to clearly mention the Section/Office for which they are applying in the email.

Sd/-

(CAO-Cum-Registrar – I/C)