

# Office of The Addl. Director-General of Police Cum Director, Rajasthan, Police Academy, Jaipur

No:

Date:

## Terms of Reference

**Administrative Assistant**  
**Centre of Excellence for Investigation, Rajasthan Police Academy, Jaipur**

### **Purpose of the assignment**

The purpose of this assignment is to extend support in the activities conducted at the Centre of Excellence- Rajasthan Police Academy, Jaipur. The Administrative Assistant will also work on other tasks as specified and directed.

### **Specific tasks to be performed**

1. Provide overall administrative support to the Centre of Excellence for Investigation
2. Filing of documents/ letters, circulars, etc.
3. Work on MS office (word, excel, PPT), preparation of lists, charts, etc. related to routine project activities
4. Assisting the project team to handle the project financials: preparation of utilization certificate, statement of expenditure, FACE form, financial report, etc. on periodic basis
5. Daily office management
6. Take notes and prepare minutes of workshops/Conferences/training/ webinars.
7. Facilitate distribution of IEC material to various institutions/ stakeholders
8. Any other task assigned by the project team and Director, RPA.

### **Duty station**

The duty station during your contract duration shall be the Office of Centre of Excellence for Investigation, Jaipur with travel to other Districts as and when required.

### **Work Experience**

1. Minimum 7 Years of work experience with Govt. Agencies / NGOs / Reputed Firms.
2. References of 2 recognized persons is required

### **Duration**

The duration of Administrative Assistant shall be up to 31<sup>st</sup> December 2022. The extension will be based on the performance review by the Director- RPA and the availability of resources at the end of the year.

### **Cost of consultancy**

During the tenure, He / She will be entitled to a monthly consultancy fee of Rs. 30,000/- per month. TA/ DA shall be paid to Him / Her separately for each of the training/ outreach programs (outside Jaipur) as per rates admissible.

### **Leave and other policy**

He / She shall be working as per the Rajasthan Government calendar year. The leaves admissible to Him / Her will be 12 casual leaves during the tenure of consultancy. State Government holidays as per the calendar to be followed.

### **Submission of Application**

The last date for submitting the applications is **27<sup>th</sup> January, 2022**. The eligible candidates may submit a cover letter and detailed resume on [cdpsmrpa.research@gmail.com](mailto:cdpsmrpa.research@gmail.com) **or** hard copy of the application may be sent to **Assistant Director- Centre of Excellence, Abhigyan Bhawan, Rajasthan Police Academy, Near SBI ATM, Panipech, Nehru Nagar, Jaipur- 302016**.

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