

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

No: 1120

Date: 16/2/22

Terms of Reference

Administrative Assistant

**Centre for Development of Police Sciences and Management, Rajasthan Police Academy,
Jaipur**

Purpose of the assignment

The purpose of this assignment is to extend support in the activities conducted at CDPSM, 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 project
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 Rajasthan Police Academy, Jaipur with travel to other Districts as and when required.

Work Experience

Minimum 4 Years of work experience in administrative capacity with Govt. Agencies / NGOs / Reputed Firms.

Duration

The duration of Administrative Assistant shall be up to 31st 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 actual expenditure upon presentation of verified bills.

Leave and other policy

He / She shall be working as per the Rajasthan Government calendar year. The leaves admissible to him / her will be 15 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 **28th February, 2022**. The eligible candidates may submit a cover letter and detailed resume on cdpsmrpa.research@gmail.com **OR** hard copy of the application may be sent to Centre for Development of Police Science and Management (CDPSM), **Rajasthan Police Academy, Near SBI ATM, Panipech, Nehru Nagar, Jaipur-302016**.

***Note: The applications must contain:**

- **A cover note stating the eligibility for the position**
- **Statement of purpose**
- **Detailed and updated resume**

Applications without any of these enclosures shall summarily be rejected.

