"Tribhuvan" Sahkari University

(An Institution of National Importance, under Ministry of Cooperation, Government of India)

Advertisement For the Post of Junior Executive in the Project Management Unit (PMU)

Applications for the invited from eligible candidates for contractual engagement in the Project Management Unit (PMU) of "Tribhuvan" Sahkari University (TSU) for the position of Junior Executive for the period of 11 months, subject to the terms and conditions of the individual contract and extendable based on performance and university requirement.

Post Details

Name of the Post	**Junior Executive**
Consolidated Remuneration	Rs.40,000/- per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months
Age Limit	Preferably below 25 years

Essential Educational Qualifications

Bachelor's degree in management (or Post-graduate Diploma in Management / Rural Management), Economics, Social Sciences, Public Policy, Development Studies, or related discipline. Master's degree is desirable.

Essential Experience

1+ years of relevant experience in project development, consultancy, project coordination, research/development projects or institutional assignments is desirable.

Key Responsibilities

The Junior Executive shall provide documentation, data and routine administrative support, including:

- Maintenance of project files and databases.
- Preparation and compilation of routine documents and reports.
- Updating of MIS, trackers and project records.
- Communication and follow-up with project stakeholders.
- Assistance in meetings, correspondence and documentation.
- Other administrative and operational support assigned by the Chair RCT or designated PMU personnel.

GENERAL TERMS AND CONDITIONS:

1. Contractual tenure. Each engagement shall be purely contractual for an initial period of 11 months from the date specified in the appointment/engagement letter. Any extension or subsequent engagement, if approved, shall depend on requirements of the university, satisfactory performance, availability of requisite sanction and the decision of the competent authority. Renewal or extension shall not be automatic.

2. Nature of appointment. The engagement shall not confer any right to regular appointment, absorption, regularisation, seniority or continuation in service beyond the contractual tenure, nor any claim to a regular vacancy in TSU.

3. Remuneration. The consolidated pay per month specified are consolidated monthly remuneration, subject to applicable statutory deductions.

4. Eligibility and cutoff date. The upper age limits, educational qualifications and experience prescribed for the respective positions shall be determined with reference to the closing date for receipt of applications, unless a different cutoff date is notified. Candidates must satisfy the prescribed criteria and submit authentic documentary proof of their claims.

5. Scrutiny, shortlisting and selection. Meeting the minimum eligibility criteria shall not, by itself, entitle an applicant to be called for assessment or selection. TSU may shortlist candidates on the basis of qualifications, relevance and quality of experience, demonstrated competencies and suitability. The assessment may include an interview, written or skill test, presentation, teaching/facilitation demonstration, review of a sample training module or portfolio, or any combination of these, as determined by the University.

6. Verification of documents. Original certificates and supporting documents relating to date of birth, educational qualifications, experience and other claims shall be produced at the stage prescribed by TSU. Applications that are incomplete, unsupported or received after the prescribed deadline may be rejected. Any false statement, material suppression or forged document may lead to cancellation of candidature or engagement and such further action as is permissible under applicable law.

7. Work location and travel. The place of work and reporting arrangements shall be determined by TSU. The engagement may require travel and delivery or support of programmes at university and external locations, including different States or regions.

8. Professional obligations. Selected persons shall comply with applicable University policies and lawful directions relating to professional conduct, confidentiality, data protection, conflict of interest and use of institutional resources. Training materials, data, reports and digital resources developed in the course of engagement shall be handled and handed over in accordance with the contract and applicable University policies.

9. Performance and termination. Continuance during the contractual period shall be subject to satisfactory performance, professional conduct and fulfilment of assigned responsibilities. Reporting, performance review, notice, termination and other service conditions shall be governed by the individual contract and applicable rules.

10. University's right regarding recruitment. TSU reserves the right to fill or not fill any or all of the advertised positions; to increase or decrease the number of positions, subject to approval and applicable rules; and to modify, postpone, withdraw or cancel the recruitment process, in whole or in part, at any stage without assigning any reason. \

11. Canvassing and expenses. Canvassing in any form shall render the candidature liable to disqualification. No travelling allowance or daily allowance shall be paid for participation in the selection process by TSU.

12. Communications and corrigenda. Applicants shall be responsible for providing accurate contact details and regularly checking the official channel specified in the recruitment notice for communications, updates and corrigenda, if any. The University may communicate with shortlisted candidates by the means notified for the recruitment process.

13. Scope of assignment. The responsibilities specified for each position are indicative and not exhaustive. TSU may assign related training, instructional-design, programme-support or administrative duties consistent with the position, the individual's proficiency and institutional requirements.

14. Only Online Applications through the University Website https://tsu.ac.in/careers/careers.php will be accepted. The portal of online application will remain open up to 23:59 hrs on November 29, 2026.

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Registrar
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Advertisement For the Post of Senior Consultant in the Project Management Unit (PMU)

Applications for the invited from eligible candidates for contractual engagement in the Project Management Unit (PMU) of “Tribhuvan” Sahkari University (TSU) for the position of Senior Consultant for the period of 11 months, subject to the terms and conditions of the individual contract and extendable based on performance and university requirement.

Post Details

Name of the Post	**Senior Consultant**
Consolidated Remuneration	Rs.1,50,000/- per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months
Age Limit	Preferably below 40 years

Essential Educational Qualifications:

Master’s degree in management (or Post-graduate Diploma in Management / Rural Management), Economics, Social Sciences, Public Policy, Development Studies, or related discipline. PhD or relevant professional qualification desirable.

Essential Experience:

8+ years of relevant experience in project management, consultancy, development projects, government programmes, institutional projects or related areas. Experience in leading projects and managing external clients preferred.

Key Responsibilities:

The Senior Consultant shall provide senior-level professional and strategic support for consultancy, project and institutional engagements, including:

- Identification and development of project and consultancy opportunities.
- Support in preparation and review of major proposals and project plans.
- Strategic coordination and handholding of important projects.
- Monitoring of significant project deliverables and implementation issues.
- Liaison with senior representatives of clients, sponsors and partner organisations.
- Guidance to other PMU personnel in areas requiring professional expertise.

GENERAL TERMS AND CONDITIONS:

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2. Nature of appointment. The engagement shall not confer any right to regular appointment, absorption, regularisation, seniority or continuation in service beyond the contractual tenure, nor any claim to a regular vacancy in TSU.

3. Remuneration. The consolidated pay per month specified are consolidated monthly remuneration, subject to applicable statutory deductions.

4. Eligibility and cutoff date. The upper age limits, educational qualifications and experience prescribed for the respective positions shall be determined with reference to the closing date for receipt of applications, unless a different cutoff date is notified. Candidates must satisfy the prescribed criteria and submit authentic documentary proof of their claims.

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7. Work location and travel. The place of work and reporting arrangements shall be determined by TSU. The engagement may require travel and delivery or support of programmes at university and external locations, including different States or regions.

8. Professional obligations. Selected persons shall comply with applicable University policies and lawful directions relating to professional conduct, confidentiality, data protection, conflict of interest and use of institutional resources. Training materials, data, reports and digital resources developed in the course of engagement shall be handled and handed over in accordance with the contract and applicable University policies.

9. Performance and termination. Continuance during the contractual period shall be subject to satisfactory performance, professional conduct and fulfilment of assigned responsibilities. Reporting, performance review, notice, termination and other service conditions shall be governed by the individual contract and applicable rules.

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Advertisement For the Post of Senior Executive in the Project Management Unit (PMU)

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Post Details

Name of the Post	**Senior Executive**
Consolidated Remuneration	Rs.60,000/- per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months
Age Limit	Preferably below 30 years

Essential Educational Qualifications:

Master’s degree in management (or Post-graduate Diploma in Management / Rural Management), Economics, Social Sciences, Public Policy, Development Studies, or related discipline.

Essential Experience:

1+ years of relevant experience in project development, consultancy, project coordination, research/ development projects or institutional assignments. 2+ years’ experience is desirable.

Key Responsibilities:

The Senior Executive shall provide operational and administrative coordination support, including:

- Day-to-day coordination of project activities.
- Maintenance of project schedules, MIS and records.
- Coordination of procurement, contracting and other administrative processes.
- Follow-up with concerned University offices.
- Tracking of reports, invoices, deliverables and other project requirements.
- Coordination of meetings, communications and project documentation.

GENERAL TERMS AND CONDITIONS:

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Advertisement For the Post of Junior Executive in the Training Wing (prashikshan khand)

Applications for the invited from eligible candidates for contractual engagement in the Training Wing (Prashikshan Khand) of “Tribhuvan” Sahkari University (TSU) for the position of Junior Executive for the period of eleven (11) months, subject to the terms and conditions of the individual contract and extendable based on performance and university requirement.

Post Details

Name of the Post	**Junior Executive**
Consolidated Remuneration	Rs.40,000 per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months
Age limit	Preferably upper age limit 30 years

Essential Educational Qualifications

Bachelor’s degree from a recognised university or institution.

Essential Experience

At least one year of relevant experience, preferably in a training or educational institution, in coordinating training programmes and associated administrative or logistical activities.

Desirable experience and attributes

Experience supporting residential, classroom, field-based or online programmes and maintaining digital training records.

Essential competencies and proficiency

- Good oral and written communication, participant-service orientation, teamwork, accuracy and the ability to follow instructions and timelines.
- Working proficiency in word processing, spreadsheets, email, presentation and virtual-meeting tools, record maintenance and basic audio-visual equipment.
- Ability to maintain records, coordinate with participants and vendors, support trainers in live sessions and handle routine logistical or administrative issues.

Indicative roles and responsibilities

- Provide logistical and administrative support for training programmes, including room arrangements, seating, audio-visual equipment, learning kits and digital training materials.
- Support participant registration, joining instructions, queries, schedules, attendance, communications, assessment records and certificate preparation.
- Coordinate approved arrangements with vendors and service providers and maintain the associated records, bills and supporting documentation.
- Assist trainers and resource persons with presentations, teaching aids, multimedia resources, polls, online platforms and other session requirements.
- Distribute and compile assessments and programme feedback, maintain accurate databases and spreadsheets, and assist with summary reports.
- Maintain physical and digital programme files, inventories, material records, training-related correspondence and documentation required by the University.
- Undertake additional programme-support and administrative tasks assigned by the Prashikshan Khand.

GENERAL TERMS AND CONDITIONS:

1. Contractual tenure. Each engagement shall be purely contractual for an initial period of 11 months from the date specified in the appointment/engagement letter. Any extension or subsequent engagement, if approved, shall depend on requirements of the university, satisfactory performance, availability of requisite sanction and the decision of the competent authority. Renewal or extension shall not be automatic.

2. Nature of appointment. The engagement shall not confer any right to regular appointment, absorption, regularisation, seniority or continuation in service beyond the contractual tenure, nor any claim to a regular vacancy in TSU.

3. Remuneration. The consolidated pay per month specified are consolidated monthly remuneration, subject to applicable statutory deductions.

4. Eligibility and cutoff date. The upper age limits, educational qualifications and experience prescribed for the respective positions shall be determined with reference to the closing date for receipt of applications, unless a different cutoff date is notified. Candidates must satisfy the prescribed criteria and submit authentic documentary proof of their claims.

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Post Details

Name of the Post	**Senior Executive**
Consolidated Remuneration	Rs.60,000 per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months
Age limit	Preferably upper age limit 35 years

Essential Educational Qualifications

Master’s degree from a recognised university or institution with specialisation in cooperative management, rural development or an allied discipline.

Essential Experience

At least five years of relevant experience, preferably in a training or educational institution, in planning, coordinating or managing training and capacity-building activities.

Desirable experience and attributes

Experience of supporting ToT, ToMT or other capacity-building programmes, including virtual or blended delivery; ability to prepare training documentation and analyse programme data

Essential competencies and proficiency

- Strong programme management, coordination, communication, stakeholder engagement and documentation skills, including the ability to work with faculty, resource persons, participants and partner institutions.
- Ability to prepare, compile and update training modules, facilitator or participant materials, presentations, assessments and multimedia or digital learning resources under appropriate academic or technical guidance.

- Proficiency in word processing, spreadsheets, presentations, virtual-meeting platforms, record management, scheduling, feedback analysis and basic budget monitoring.
- Capacity to support or deliver training sessions, where assigned and commensurate with subject expertise, along with sound organisational, problem-solving and reporting skills.

Indicative roles and responsibilities

- Coordinate programme planning and implementation, including schedules, venues, faculty and resource persons, participant communication, learning resources and administrative arrangements for in-person, hybrid and online programmes.
- Prepare, compile, adapt and update modules, session materials, presentations, assessments, handouts and multimedia or digital learning resources in consultation with the relevant faculty and trainers.
- Deliver training sessions or assist as a resource person whenever required by the Prashikshan Khand, subject to demonstrated subject proficiency and the requirements of the programme.
- Provide coordination and delivery support for ToT, ToMT and other training programmes; brief resource persons and ensure timely availability of instructional materials and equipment.
- Maintain registration, attendance, evaluation, completion and certification records; analyse participant feedback and prepare programme reports and management information.
- Monitor approved budgets, expenditure, vendor-related documentation and invoices, and coordinate with relevant University offices for timely programme implementation.
- Support programme quality assurance, reporting, process improvement and other training-related or administrative assignments entrusted by TSU.

GENERAL TERMS AND CONDITIONS:

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