



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

{A State Funded University of Rajasthan}

Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru

Tehsil- Sanganer, Distt- Jaipur-303007 (Rajasthan)

email: registrar@alujaipur.ac.in

www.alujaipur.ac.in

Bid Information and Conditions

Subject Matter of Procurement : Consultant (Examination)	
Name & address of procurement entity.	Dr. Bhimrao Ambedkar Law University, Jaipur Address: Plot No. 08, Dehmi Kalan, JDA Institutional Scheme, Bagru, Tehsil Sanganer, Distt. Jaipur-303007 (Raj.)
Department Type	Autonomous Body
Procuring Entity Designation	REGISTRAR
Procuring Entity Contact	e-Mail : registrar@alujaipur.ac.in Phone: 0141-2941442

Bid Details:	
Bid/Nib Reference no.	F.5(8)Secrecy/ALU/2026-27 dated 05.05.2026
Bid Title	Hiring the services of Consultant (Examination)
Bid Type	Services
Bid Sub Type	Consultancy Services
Bid Pattern	Single Source Bidding
Bid Amount	Rs.6,00,000/-
Language of Bid	English and Hindi
First Appeal Hearing Authority	Vice Chancellor
Second Appeal Hearing Authority	Secretary, Higher Education, Govt. of Rajasthan.

Critical Dates :	
Bid Publish Date	05.05.2026
Document download start date	05.05.2026
Bid document download end date	11.05.2026
Bid Submission end date and time (Physical copy)	11.05.2026 : 03.00 p.m.
Bid Opening date and time	11.05.2026 : 03.30 p.m.
Downloading of Bids	Online https://www.sppp.rajasthan.gov.in and https://www.alujaipur.ac.in


REGISTRAR

Registrar

Dr. Bhimrao Ambedkar Law University
Shiksha Sankul, Jaipur



डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर
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08, दहमीकला, जेडीए संस्थानिक योजना, बगरू, तहसील- सांगानेर, जिला- जयपुर-303007 (राजस्थान)

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**ENGAGING CONSULTANT (EXAMINATION) FOR
DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR**

TERMS OF REFERENCE

1. Introduction

Dr. Bhimrao Ambedkar Law University, Jaipur, Rajasthan came into being as a State University of Govt. of Rajasthan by an Act No. 6 of 2019 dated 26th February 2019. The University has been recognized by UGC under section 2 (f) of UGC Act, 1956, vide notification No.F.9- 6/2020 (CPP-I/PU) dated 12 May 2020 and letter No. F.9-6/2020(CPP-I/PU) dated 14th May 2020. The University is mandated to have its jurisdiction in the entire State of Rajasthan to extend affiliation to all Law Colleges and now there are almost 90 affiliated colleges with approximate 50,000 students.

2. Objectives

After having newly established in 2020-21, the University has started all the related activities including activities of Examination Section. All the Law Colleges across the State of Rajasthan have been granted affiliation by this University. After affiliation from the session 2020-21, Examinations of Law courses are being conducted by the University. Presently the examinations of various Law Courses i.e. LL.B. Annual System, LL.B. Semester System, B.A. LL.B. (Semester System), LL.M. and P.G. Diploma in three branches are being conducted by the University in which almost 50,000 students are appearing. Work of Examination Section is increasing day by day manifold after introduction of Semester System in LL.B. Course from 2024-25. University has hold its two Convocations in past and holding of 3rd Convocation is in line.


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Examination Section deals with the End to End Examination works which includes Enrolment, Pre-conduct works of Examination, Post conduct works of Examination, Holding of Practical Examination, Evaluation of Answer Books, Arrangement of Practical and Theory Awards, Result Declaration, Issuance of Documents, Issuance of Degree, To address Documents Verification received from various BAR Councils/Employer Agency and many other works. Examination Section comprises of Enrollment Section, Examination Conduct Cell-I, Examination Conduct Cell-II, Examination Secrecy Cell-I, Examination Secrecy Cell-II, RTI Cell, Document Verification Cell, Receipt & Dispatch Cell, Bill Section, Secrecy Cellar-I, Secrecy Cellar-II, Examination Store and others also.

In order to maintain the sanctity and establish co-ordination between all the Sections and execute work smoothly, there is a great need of co-ordination in Examination Section besides various meetings of sections i.e. Examination Monitoring Committee, Unfairmeans Committee, Examination Grievance Redressal Committee, Examiner's Selection Committee, R.T.I. of Examination Section, Preparing Tender Documents, all correspondence relating to Govt. and others are held very frequently. After establishment of the University, only Controller of Examination (COE) is regularly appointed incumbent who is looking after all the activities / works of the Exam. Section and he is overburdened due to non-availability of regular staff. The C.O.E. is taking assistance of contractual persons provided by the Agency which are not having working knowledge and adequate experience of examination works. No supervisory level officer is available to look after the day to day works of Examination Section. In such circumstances, University is having an extreme requirement of a Consultant (Examination) having adequate experience of higher supervision level of examination works and working capacity to formulate and execute the activities expeditiously for smooth conduct and streamline monitoring of all aforesaid works.


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3. Scope of Work Consultant (Examination)

The Consultant shall be responsible for all duties and work related to Examination Section as mentioned below:

- To co-ordinate between different Examination Committees of the University i.e. Examination Monitoring Committee, Unfairmeans Committee, Examination Grievance Redressal Committee and other confidential examination works.
- To establish coordination between affiliated colleges and to resolve the queries pertaining to examination related matters.
- To establish coordination between Examination Centres across the state of Rajasthan and to resolve the problems regarding examinations of Law courses.
- To execute works relating to Exam. Section viz. R.T.I., Preparing Tender Documents, all correspondence relating to Govt. and others etc.
- To execute all the works pertaining to different sections/cells of Examination Section.
- To formulate note-sheets, drafting of letters, orders etc.
- To scrutinize all types of claims/bills i.e. Exam. Centre Remuneration Bills, Practical Examiner's Bill, Evaluation of Answer Books Bills, Service Provider Agency Bills, Flying Squads Bills, T.A. Bills etc.
- All the works should be accomplished in a qualitative and higher supervisory level with time bound manner according to norms, rules and regulations.
- Consultant (Examination) will be responsible for overall coordination, supervision and monitoring of work. The same will be done as per requirements as per above works upto the satisfaction of Dr. Bhimrao Ambedkar Law University administration.
- Shall work under the administrative control of Controller of Examination, Dr. Bhimrao Ambedkar Law University, Jaipur and he/she shall report to C.O.E.


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Responsibility and Duties:

To perform all the activities as mentioned in scope of work and also other works as assigned from time to time.

4. Qualifications:

The Consultant shall have invariably the following minimum qualifications:

- Must have Post Graduate with Ph.D. / NET.
- Must have relevant experience in the field of Examinations, Administration, Affiliation and Academic works in Govt. College/Central or State Government funded University in Rajasthan State.
- Must have minimum 15 Years teaching experience in Govt. College/State Funded Govt. University/Central University in Rajasthan State.
- Must have Excellent knowledge of drafting of letters (Hindi & English both) and University ordinances, statutes, Regulations. Also have knowledge of RTPP Act 2012 and Rules 2013, RTI Act 2005 etc.
- Must have administrative experience of working as Principal/Head of the Department in a Govt. College atleast for a period of 3 years and/or 03 years experience as Deputy Registrar/ Additional Register/ C.O.E./ Registrar in State Funded Govt. University/ Central University in Rajasthan State.

5. Commencement of Assignment:

- The Consultant (Examination) shall commence into the assignment as per LOA (Letter of Acceptance).

6. Time Period of assignment :

- The Assignment shall be for a period of **Ten Months** from the date of commencement which may be extendable as per RTPP Rule 2013.


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7. Financial Proposal :

- The financial proposal will be submitted by the applicant offering the services of the consultant for this assignment.
- In preparing the Financial Proposal, the applicant is expected to take into account the requirements and conditions of the TOR. Applicant have to attach his resume and testimonials in support of qualifications and experience.

8. Payment Schedule:

- The remuneration of the Consultant (Examination) will be paid monthly. GST, if applicable, will be borne by the University in addition to the quoted price.
- The payment will be released to the consultant on the production of monthly bill.
- TA & DA, Lodging and boarding charges for the journeys performed outside Jaipur for official purpose by the Consultant will be paid as per University/Government Rules. Payment will be released on production of T.A. Bills.

9. University Obligations :

- The Consultant shall be provided suitable office space as per requirement of the assignment.

10. Confidentiality :

- The consultant must keep all matters with utmost confidential all matters relating to the proceedings and files of the University.

11. Conflict of Interest:

The University requires that the Consultant provide his services in a professional, objective and impartial manner and at all times hold the University's interest's paramount; avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Consultant shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him by the University.


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12. Termination of Assignment:

The University can terminate the assignment by giving a written notice of not less than one month, without assigning any reason. The Consultant can also resign by giving one month's notice.

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Signature & Name of the Consultant



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Format of Financial Offer

SN	Work	Offered Price per Month (excluding GST)
1.	Providing services as a Consultant (Examination) for Dr. Bhimrao Ambedkar Law University, Jaipur	
	Total Price per Month (excluding applicable taxes, if any)	

(Price in Rupee _____)


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Signature with Name and Address of
the Consultant