

**Engagement of 'HR Executive' and 'Administration Executive' in
Pension Fund Regulatory and Development Authority (PFRDA) on Contract Basis**

Advt. No. 05/2025

Date: 18.09.2025

PFRDA invites applications for engagement of One (01) 'HR Executive' and One (01) 'Administration Executive' purely on contract basis from eligible candidates who retired from Govt. Departments/ Ministries / Autonomous Bodies / CPSEs etc. with requisite experience in Administration and Human Resources department.

HR Executive

No. of Post: One (01)

Experience:

Experience before retirement from Central Government/Autonomous Bodies/CPSEs etc.:

- i. Having 7 years' combined service in Pay Level-11 and Pay Level-12 or Equivalent and have experience of working with Officers of HAG & above or Equivalent in Government Departments /Autonomous Bodies / CPSEs etc.
- ii. Knowledge of Government Rules on Recruitment, Reservation Rosters/Registers, Office procedure, e-office, General Financial Rules, Establishment Rules & Office Procedure.
- iii. Having knowledge of Noting, Drafting and preparing minutes of High-level Meeting, Co-ordination with different Ministries/ Department /CEOs of other Autonomous Bodies/CMD of CPSEs etc.
- iv. Experience of Liaison/ Protocol with the Airport authorities / Passport offices and other civic authorities / service providers for office work.

Administration Executive

No. of Post: One (01)

Experience:

Experience before retirement from Central Government/Autonomous Bodies/CPSEs etc.:

- i. Having 5 years' service in Pay Level-11 or Equivalent and have experience of working with Officers of HAG & above or Equivalent in Government Departments /Autonomous Bodies / CPSEs etc.
- ii. Having knowledge of Noting, Drafting and preparing minutes of High-level Meeting, Co-ordination with different Ministries/ Department /CEOs of other Autonomous Bodies/CMD of CPSEs etc.
- iii. Knowledge of Office procedure, e-office, General Financial Rules, Establishment Rules & Office Procedure.

- iv. Experience of Liaison/ Protocol with the Airport authorities / Passport offices and other civic authorities / service providers for office work.

2. Terms and conditions of engagement of the HR Executive & Administration Executive:

(a) Period of Engagement: The term of engagement will be initially for one year extendable by another one year, at the discretion of the Authority subject to annual performance review.

(b) Lump sum monthly remuneration: The HR Executive will be entitled to a consolidated monthly payment of Rs. 1,40,000/- only with 10% increase on completion of each year in the Authority. The Administration Executive will be entitled to a consolidated monthly payment of Rs. 1,20,000/- only with 10% increase on completion of each year in the Authority. No other entitlement or allowance would be admissible other than the consolidated monthly remuneration.

(c) The age of the applicant: The age of the applicant to be engaged as HR Executive/Administration Executive as on the last date of receipt of the application for the position shall be below 64 years.

(d) Termination of Contract: The contract can be terminated by either of the parties without assigning any reason, by giving two (2) months' notice or payment of two (2) months' remuneration in lieu thereof to the other party.

(e) Discharge of functions and working conditions: The HR Executive/Administration Executive shall discharge such responsibilities diligently as may be assigned to them from time to time and shall abide by all day to day working conditions/ facilities like closed holidays, working hours, etc. of PFRDA.

(f) Confidentiality: The HR Executive/Administration Executive shall maintain confidentiality of the information/data etc. In case it is found to be violating the code of conduct which is generally applicable for working in a Government office/establishment, by or on behalf of any HR Executive/Administration Executive, apart from terminating the consultancy period, PFRDA reserves the right to take any other action as it may deem fit including legal remedies available to it such as filing of FIR, civil/criminal case/other, etc. and may further debar such HR Executive/Administration Executive from future engagement by the Authority.

(g) Leaves: The HR Executive/Administration Executive will be allowed to avail one and half day leave per month during the contract period. They may accumulate these leaves up to a maximum of five days and avail same together. Beyond the above allowable leaves, the monthly contractual fee will be reduced proportionately.

(h) No permanent employment: The selected HR Executive/Administration Executive will be engaged on contract basis only and they will not have any right or claim for permanent employment with PFRDA. PFRDA will not entertain any type of correspondence in this regard.

(i) Acceptance of the terms and conditions: The selected HR Executive/Administration Executive will be required to sign a copy of the engagement letter and the terms and conditions, which will be treated as a contract, at the time of joining PFRDA. Otherwise, their engagement as HR Executive/Administration Executive shall stand cancelled. The services of the engaged person may be dispensed with at any time before the expiry of the contract period.

(j) Mode of selection: Mode of Selection will be Interview. The Competent Authority reserves the right to modify the engagement procedure at any time, if deemed fit.

3. The Authority reserves the right to cancel the advertisement fully or partly on any grounds without assigning any reasons whatsoever.

4. Canvassing in any form will disqualify the candidature of the candidate.

5. If the candidate is found to be not eligible or knowingly or willfully furnishes incorrect or false particulars or suppresses material information, his/her candidature will be liable to be cancelled at any stage of the selection. If the candidate qualifies in engagement process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if engaged, his/her services would be terminated/forthwith without any notice or compensation.

6. Applications received after due date will not be entertained. The Authority takes no responsibility for any delay in receipt of application or loss thereof in postal transit.

7. The decision of Authority in all matters would be final and binding, and no correspondence in this regard would be entertained. Any matter related to the engagement of 'HR Executive/Administration Executive' or the procedure for the engagement shall be governed by the laws of India. Only courts in New Delhi (with exclusion of all other courts) shall have the exclusive jurisdiction to decide or adjudicate on any matter or dispute which may arise in connection with the engagement process.

How To Apply:

8. Those candidates who are having the requisite experience with proof and are agreeable to the terms and conditions mentioned above may submit their applications along with copies of documents in support of the experience and age. Applications should be sent by post in a cover superscribing 'Application for HR Executive/Administration Executive in PFRDA (on contract)' to the following address so as to reach latest by **25th September, 2025 (Thursday)**:

The Chief General Manager
(Human Resource Department)
Pension Fund Regulatory and Development Authority
E-500, World Trade Centre, Tower E, Fifth floor,
Nauroji Nagar, New Delhi- 110029



पेंशन निधि विनियामक और विकास प्राधिकरण
PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

Application for Engagement of 'HR Executive/Administration Executive' in Pension Fund Regulatory and Development Authority (PFRDA) on Contract Basis

1. Name in full (English-CAPITAL LETTERS)	First Name																		
	Middle Name																		
	Surname																		
2. Father's Name																	Paste Photograph in the box alongside and sign across it		
3. Gender (Please ✓ wherever applicable)	M		F		T														
4. Date of Birth	D		D		M		M		Y		Y		Y		Y				
5. Age as on 31.08.2025			Years						Months										
6. Details of Work Experience as on 31.08.2025																			
Employer Name & address		Designation		Job Profile		Period		Duration											
						From	To	Yrs.	Mnts										
7. Academic Qualification as on 31.08.2025																			
Qualification	Examination	Main Subjects	Year of Passing	University / Institute	Overall (%) of Marks	Class/ Division													
Graduation																			
Post Graduation																			
Any Other																			
8. Postal Address (English – in capital letters only)																			
9. Current Address (English – in capital letters only)																			
												E Mail:							
												Telephone:							
												Mobile:							
Dist.:												STD Code:							
State:												Pin Code:							
10. Any other information considered relevant by the applicant:																			

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria (as stipulated) according to the Authority, my candidature/engagement is liable to be cancelled/ terminated at any stage without any notice or compensation. I have read and understood the stipulations given in the detailed advertisement and hereby undertake to abide by them.

Place:

Date:

Signature:

Note: Applications should be accompanied by self -attested copies of certificates in support of Age, Qualifications & Experience as applicable with a recent passport size photograph glued to the top right hand corner of the application form. Additional information (if any) may be furnished in a separate sheet.