

LAST DATE EXTENDED TO 31th AUGUST 2020

**ADVERTISEMENT AND TERMS & CONDITIONS FOR ENGAGEMENT OF
CONSULTANTS IN TIFAC (July 2020)**

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under Department of Science and Technology (DST), Government of India invites applications from Indian Nationals for engagement of following Consultants on full time basis on consolidated remuneration (Professional fee) basis. The Terms and Conditions of the engagement are as follows:

1. Essential qualifications & Experience

(i) Consultant (Establishment) - Bachelor's Degree from a recognized University

Minimum 15 years of experience of working in supervisory / managerial level in Government organizations (including Government, Autonomous Bodies, Statutory bodies, PSUs etc.), dealing with all establishment matters i.e. Post creation, recruitment, preparation of rosters, disciplinary proceedings vigilance matters etc.

Desirable

The applicant should have thorough knowledge and understanding of rules and regulations, systems and procedures, etc. of Govt. of India. The applicant should be proficient in handling computer for day to day work, such as word processing, email, internet etc. independently.

(ii) Consultant(Administration) – Bachelor's Degree from a recognized University

Minimum 15 years of experience of working in supervisory / managerial level in Government organizations (including Government, Autonomous Bodies, Statutory bodies, PSUs etc.), dealing with all Administration matters i.e. Purchase & stores, Preparation of Tender Documents, Award of Tenders, GEM, management of all in-house and out-sourced services, sell obsolete assets and other related matters.

Desirable

The knowledge of GFR and other Government rules / system/ procedures is also essential. The applicant should be proficient in handling computer for day to day work, such as word processing, email, internet etc. independently.

(iii) Consultant (Accounts) - Chartered Accountant (CA) or equivalent

Minimum 15 years of experience of working in Accounts related work or similar areas; dealing with all accounts related matters including budget /audit/finance / taxation / finalization of accounts / preparation of balance sheet etc.

LAST DATE EXTENDED TO 31th AUGUST 2020

Desirable

Experience of handling / auditing accounts of Govt. Organisations including autonomous bodies, statutory authorities, PSUs. The knowledge of GFR, Accounting / Audit Procedures and other Government rules / system/ procedures is also essential. The applicant should be proficient in handling computer for day to day work, such as word processing, email, internet etc. independently.

(ii) Consultant (Audit Compliance) - Bachelor's Degree from a recognized University

Minimum 15 years of experience of working in supervisory / managerial level in Government organizations (including Government, Autonomous Bodies, Statutory bodies, PSUs etc.), dealing with all establishment / administration / accounts / audit matters.

Desirable

The applicant should have thorough knowledge and understanding of rules and regulations, systems and procedures, etc. of Govt. of India. The applicant should be proficient in handling computer for day to day work, such as word processing, email, internet etc. independently.

3. Age – Not exceeding 65 years as on 1st July 2020

4. Scope of Work -

(i) Consultant (Establishment): He/ She will be responsible for all Establishment related matters of TIFAC. The work would primarily include dealing with past legacy and present issues e.g. creation / continuation of posts, recruitments, preparation of roster, seniority lists, promotions, FCS, MACP, representations / complaints, Vigilance, RTI, Grievance etc. The work would involve dealing with old and current files, preparing and putting up detailed notes / draft documents, follow up, etc. Any other related work may also be assigned as and when required.

(ii) Consultant (Administration): He/ She will be responsible for all Purchase & stores, Preparation of Tender Documents, Award of Tenders, management of all in-house and out-sourced services, GEM, Identification and sell obsolete assets and other related matters. All liaison/ maintenance / supervision of support services in administrative and office works, including stores, tenders, travel / ticket/car booking & meetings etc. The knowledge of GFR and other Government rules / system/ procedures is also essential. Any other related work may also be assigned as and when required.

(iii) Consultant (Accounts): The primary responsibility of Consultant (Accounts) would be to manage the accounts for all the funds received / spent by TIFAC. The activities would include but not limited to all Accounts/ Finance / Budget / Audit/ Taxation / Balance Sheet and related matters. Any other related work may also be assigned as and when required.

(iv) Consultant (Audit Compliance): The primary responsibility of the Consultant will be to address the ongoing and pending audit para/report with respect to establishment, administration, accounts, legal and other project funding related aspects. It would include but would not be limited to timely preparation of responses to the pending and ongoing audit para, coordinating actions in TIFAC to en-

LAST DATE EXTENDED TO 31th AUGUST 2020

sure that there is no repetition of similar audit observation / para, etc. in future. Any other related work may also be assigned as and when required.

5. Professional Fee / Consolidated Remuneration

The consultant will be paid remuneration in the range of Rs.60,000/- to Rs. 1,00,000/- p.m. (all inclusive) as recommended by the Consultancy Evaluation Committee. The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid TA/DA equivalent to his last travel entitlement in the Government or equivalent to Pay Level-12 of 7th CPC, whichever is lower.

6. Term of Contract

The term of contract for all these Consultants would be one year. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed / accepted, TIFAC or Consultant may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both.

7. Confidentiality & Conflict of Interest

The Consultant so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Consultant engaged shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

8. Leave Entitlement

The Consultant engaged as above will be on full time basis and shall be entitled to leave of 8 days in a year on prorata basis without any deduction in consolidated monthly remuneration.

9. The applicants need to enclose the copies of the following documents, duly self attested as proof of their credentials:

- (i) Degree/Certificates as above.
- (ii) PPO, LPC from the employer /concerned Authority
- (iii) Experience certificate from employer
- (iv) No objection / relieving letter from the Employer (if employed at present)

Any other document, if deemed necessary may be demanded by TIFAC during the shortlisting / selection / contract signing process.

10. General Conditions:

- a. The application form as per prescribed format complete in all respect along with all enclosures to be sent in hard copy addressed to Incharge (Finance & Admn.), TIFAC, A-Wing, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi – 110016. Alternatively, application form along with scanned copies of all the documents may also be sent by email at registrar@tifac.org.in.

LAST DATE EXTENDED TO 31th AUGUST 2020

- b. The last date of receipt of applications in TIFAC in hard copy or by email would be 22nd July 2020 (**EXTENDED TO 31st AUGUST 2020**).
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 1st July 2020.
- d. The prescribed qualifications / experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- e. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- f. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.