



**Technology Information, Forecasting and Assessment Council (TIFAC)**  
(An Autonomous Body of Department of Science & Technology  
New Delhi)

## **Walk-in-Interview for Accounts Assistant & Data Entry Operator**

**WALK-IN-INTERVIEW ON 25/4/2023 from 10.00 AM to 1.00 PM in TIFAC** for engagement of one **Accounts Assistant and one Data Entry Operator purely** on contract basis on consolidated remuneration for a period of one year or co-terminus with the project, whichever is earlier in the project” WISE **Internship in IPR**” under Patent Facilitating Centre (PFC) of DST .

### **I. Name of Post : Accounts Assistant**

**Essential Qualifications:** Bachelor’s Degree in Commerce. Knowledge of accounts/computers (latest Tally etc)

**Experience:** About 3 years’ experience in handling accounts in any Govt or Autonomous Institute with knowledge of PFMS.

**Maximum Age:** 35 years as on 31.03.2023

**Consolidated emoluments:** Rs.30,000/- per month

**Nature of Duties:** Scrutinizing and processing bills, preparation of vouchers, maintenance of documents, liaisoning with firms, knowledge of PFMS etc.

### **II. Name of Post : Data Entry Operator**

**Essential Qualifications:** Bachelor’s Degree in any discipline. Should have good typing skills for data entry work with knowledge of creating and handling databases.

**Experience:** About 3 years’ experience of working in any Govt or Autonomous Institute.

**Maximum Age:** 35 years as on 31.03.2023

**Consolidated emoluments:** Rs.30,000/- per month

**Nature of Duties:** Data entry work related to ongoing programmes.

### **Terms and Conditions:**

- 1. Term of Contract:** One year or co-terminus with project, whichever is earlier. 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 the person so appointed 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 remuneration and terms and conditions, if mutually agreed by both.

2. **Confidentiality & Conflict of Interest:** The person 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 person so appointed shall not be permitted to take up any other assignments during the period of contract with TIFAC without prior permission of TIFAC in writing.
3. **Leave Entitlement:** 2.5 days per month in a year on prorata basis without any deduction in consolidated monthly remuneration.
4. **Full time:** The person so appointed cannot undertake any other external assignments during his/ her term of engagement in TIFAC. He/ She may be required to work beyond office hours or on holidays depending upon exigencies of work without any extra remuneration.
5. **The candidates for walk in interview need to carry the following documents (in original), along with copies duly self attested as proof of their credentials:**

(i) Date of Birth Certificate (SSC/SSSC/Matriculation Certificate)

(ii) Degree/Certificates

(iii) Experience certificate from employer

(iv) No objection / relieving letter from the Employer (if employed at present)

(v) Duly filled in application form as per the format attached

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

## 6. General Conditions:

- a. The walk in interview would be conducted on **25<sup>th</sup> April, 2023 from 10.00 AM to 1.00 PM in TIFAC**, AI Block 5<sup>th</sup> Floor, Technology Bhawan New Mehrauli Road, New Delhi-110 016
- b. **The Candidate may report half an hour before start of Interview** along with duly filled in application in the prescribed performa attached.
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 31.03.2023.
- d. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- e. NO TA/DA will be provided for appearing in interview.
- f. Selected candidate(s) will be needed to join immediately.
- g. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

## APPLICATION FORMAT

PHOTO

1. Post Applied For :

2. Name of the Applicant :

3. Date of Birth :  
(age as on 31.03.2023)

4. Permanent Address :

5. Correspondence Address :

6. Contact No. (Mobile & Landline) :

7. Email ID :

8. Nationality :

9. Educational Qualification :

(Class 10<sup>th</sup> onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

10. Professional Qualification :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

Name of Organisation	Post held	Pay Scale	Gross Emoluments	Period	Nature of Duties

12. Emoluments Last Drawn (last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

### Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature:



