

| | |
|---|--|
|  | <p style="text-align: center;">Technology Information, Forecasting and Assessment Council (TIFAC) (An Autonomous Body of Department of Science & Technology) New Delhi-110 016</p> <p style="text-align: center;">Walk-in-Interview for Engagement of Consultant (Accounts) in TIFAC</p> |
|---|--|

TIFAC is organizing **WALK-IN-INTERVIEW ON 14th August 2024 from 11.00 AM to 2.00 PM in TIFAC** for engagement of **Consultant (Accounts)** on full time basis for a period upto 31.03.2025 on contract on consolidated remuneration (Professional fee) basis. The Terms and Conditions of the engagement are as follows:

- 1. Essential Educational Qualifications:** Bachelor's Degree from a recognized University in Commerce
- 2. Desirable Educational Qualifications:** MBA (Finance)/Chartered Accountant /ICWA, etc.
- 3. Desirable Experience:** Minimum 15 years of experience in the relevant field. Work experience in Government organizations (including Government, Autonomous Bodies, Statutory bodies, PSUs etc.), dealing with all accounts related matters including budget /audit/finance / taxation / finalization of accounts / preparation of balance sheet etc Experience of handling / auditing accounts of Govt. Organizations 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.
- 4. Nature of Duties:** 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 work pertaining to financial matters may also be assigned as and when required.

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 and should have excellent analytical skills, along with the ability to create detailed reports and spreadsheets.

NOTE : Preference will be given for those persons who retired from Central/State Institutions or Retired as Sr AO/AO from Indian Audit and Accounts Departments.

5. **Age** – Not exceeding 64 years as on 1st July , 2024

6. Professional Fee / Consolidated Remuneration

For the retired Central Government Servants who are drawing pension as per CCS (Pension) Rules 1972, as provided under Ministry of Finance (DoE) OM No.3-25/2020-E.IIIA dated 9th December, 2020 plus transport allowance.

The candidate other than retired Central Govt. Servants engaged as consultant will be paid consolidated monthly remuneration as recommended by the Consultancy Evaluation Committee in the range of (Rs. 60,000/- to Rs. 1,00,000/-).The amounts indicated above are all inclusive and would include all taxes so (if any). No other incidental expenses viz. transport, telephone, medical etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid TA/DA as per TIFAC norms.

7. Term of Contract

The term of contract for all the Consultants would be upto 31.03.2025. 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.

8. Confidentiality & Conflict of Interest

The Consultants 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.

9. Leave Entitlement

The Consultant engaged as above will be on full time basis and shall be entitled to leave of 1.5 days for each completed month without any deduction in consolidated monthly remuneration. Accumulation of leave beyond the term of contract will not be allowed.

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

- (i) Date of Birth Certificate (SSC/SSLC/Matriculation)
- (ii) Degree/Certificates as above.
- (iii) PPO, LPC from the employer /concerned Authority
- (iv) Experience certificate from employer
- (v) 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.

11. General Conditions:

- a) The walk in interview would be conducted on **14.8.2024 from 11.00 AM to 2.00 PM in TIFAC, AI Block 5th 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 01.07.2024
- 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.
- h) 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.
- i) TIFAC reserves the right to relax the criteria (age limit, essential educational qualifications, experience etc.) and restrict the number of candidates for interview to a reasonable limit.

APPLICATION FORMAT

| |
|--|
| Affix latest passport size photograph |
|--|

1. Post Applied For :

2. Full Name of the Applicant :
(Shri/Smt/Dr.,etc.)

3. Gender : Male /Female /Other

4. Date of Birth : (age as on 01.07.2024) :

5. Permanent Address :

6. Correspondence Address :

7. Contact No. (Mobile & Landline) :

8. Email ID :

9. Nationality :

10. Educational Qualifications :

(Class 10th onwards)

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

11. Professional Qualification :

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

12. 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 |
|----------------------|-----------|-----------|------------------|--------|------------------|
| | | | | | |
| | | | | | |

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

14. Any other information

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

DECLARATION BY THE APPLICANT

I..... do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief. I am aware that , if any information provided here is found to be incorrect/false, my candidature /selection is liable to be cancelled.

Date:

Place:

Signature:

(Attach additional sheet, if necessary)

