

ADVERTISEMENT AND TERMS & CONDITIONS FOR ENGAGEMENT OF CONSULTANT (ACCOUNTS) IN TIFAC (November ,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 Consultant (Accounts) on full time basis on consolidated remuneration (Professional fee) basis. The Terms and Conditions of the engagement are as follows:

1. Qualifications Essential: Graduate in any stream

Desirable/Preferable - A qualified CA/ ICWA/ PGDM (Finance) / M.COM / MBA(Finance) /Passed SAS Examn.

2. Experience Experience of having worked in Ministries/Departments / Autonomous Bodies, State bodies or PSUs of Government of India as an Officer (Accounts) carrying pay scale with Grade Pay of Rs. 5400/- (Pay level 10 as per 7th CPC) or equivalent post or above for a minimum period of 15 years 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. The candidates should have hands-on experience of handling / auditing accounts matters of Govt funded autonomous bodies, with knowledge of GFR, Accounting / Audit Procedures and other Government rules / system/ procedures 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 2nd December 2020

4. Scope of Work : 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.

5. Professional Fee / Consolidated Remuneration

The consultant will be paid remuneration in the range of Rs.60,000/- toRs. 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 Consultant (Accounts) 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 (Accounts) 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 (Accounts) 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 (Accounts) 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 (Accounts) 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) Experience certificate from employer
- (iii) No objection / relieving letter from the Employer (if employed at present)
- (iv) PPO/Last pay certificate

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.
- b. The last date of receipt of applications in TIFAC in hard copy or by email would be 02nd December, 2020.
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 02nd December, 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 and calling candidates who may be nominated by Govt departments/Organisations.
- f. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

**FORMAT FOR APPLICATION FOR ENGAGEMENT OF
Consultant (Accounts) in TIFAC**

PHOTO

1. Post Applied For :
2. Name of the Applicant :
3. Date of Birth :
4. Permanent Address :
5. Correspondence Address :
6. Contact No. (Mobile & Landline) :
7. Email ID :
8. Nationality :
9. Educational Qualification :
(Class 10th 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:

