

ICMR-NATIONAL AIDS RESEARCH INSTITUTE

(Indian Council of Medical Research)

Plot No.73 'G' Block, MIDC, Bhosari, PUNE-411 026.

Applications are invited for the post of Accounts Consultant on purely temporary basis at NARI, Pune.

The interested eligible candidates are requested to submit their applications forms duly completed in all respects and signed by the applicant should be sent to the Director, ICMR-National AIDS Research Institute, Plot No.73, 'G' Block, M.I.D.C., Bhosari, Pune – 411 026 on or before **Friday 28th December, 2018** along with all documents in support of age, qualification, experience, service, etc. one self attested copy of each of the certificate/document.

The details for the post of Accounts Consultant are given below :

1. Accounts Consultant

Name of the Post	Accounts Consultant - 1 (One)
Essential Qualification	Bachelor's Degree / Master's Degree in Commerce from a recognized University with sound knowledge of Accountancy and GFR with at least 10 years' experience of Accounting management from a reputed Institution / Project. OR Retired Government employee from the post of Section Officer or Account Officer or equivalent from Central Government of its Autonomous bodies with bachelor degree in any discipline drawing pay in the Pay Matrix Level-9 and above at the time of retirement and having at least 10 years of work experience in the administration /finance and accounts matter.
Desirable Qualification	Proficiency in the latest Accounting packages and knowledge of MS Office (Word, Power point, Excel) along with latest version of Tally.
Emoluments	Rs 40,000/- p.m.
Job description	To give administrative and accounts support in the project 1. Handling all finance and accounts matters – NARI main stream and various projects 2. Checking/ auditing of all the kind of vouchers 3. Preparation of Bank Reconciliation Statement for all bank accounts 4. UC & SOEs for all Projects 5. Checking IT & TDS Quarterly Report 6. Income Tax, Profession Tax. TDS - Monthly, Challans & Returns 7. Facing Internal/External Audit with CA & Auditors 8. Coordinating FCRA related matters & transactions. Filing of IT, GST, PT returns. 9. Preparing Budget Estimate 10. Preparation of Annual Accounts 11. Any other Accounts related work requested by the Council and other funding agencies.
Duration	1 year initially and may be extend for another 2 years or till the appointment of Accounts Officer at NARI, Pune whichever is earlier.
Age (Max)	65 years
Syllabus for written test	Graduate Degree level if Written Test conducted.
Date & Time of Written Test / Interview	<u>Will be intimated to the eligible candidates on later date.</u>

General terms & conditions as follows:-

- 1 Application Fee : Crossed Indian Postal Order (IPO) or Demand Draft from nationalized bank for Rs.300/- (Rupees Three Hundred Only) payable to the Director, National AIDS Research Institute, Pune. SC/ST/Women and Physically Handicapped candidates (PH) are exempted from the application fee upon submission of attested copies of certificates. IPOs/DD are payable by all other candidates. Government / ICMR employees are not exempted from the payment.
- 2 NARI will not be responsible for late receipt of the application due to postal delay.
- 3 Since the post is purely temporary, the incumbent selected will have no claim for regular appointment under ICMR or continuation of his/her services in any other project.
2. The appointment is terminable with one month notice period from either side without assigning any reason and the tenure would be reviewed periodically on the basis of performance and suitability.
3. No other allowance/facilities other than consolidated salary shall be extended during the entire period of the project.
4. Age relaxation is admissible in respect of SC/ST/OBC candidates, Retrenched Government Employees, Departmental Candidates (including project), and Ex-servicemen in accordance with the instructions issued by the Central Government time to time. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.
5. Leave shall be as per Institutional policy for project staff.
6. Reservation for SC/ST/OBC will be as per Govt. of India norms.
7. No TA/DA etc. will be given to attend the written test/interview.
8. Qualification and experience should be from a recognised university/organization/ institution.
9. Canvassing in any form will be a disqualification and the decision of the Selection Committee will be final.
10. Experience should have been gained after acquiring the minimum essential qualification.
11. Mere fulfilling the essential qualification does not guarantee the selection.
12. Director, NARI, Pune reserves the right to consider or reject any application/candidature.
13. Submission of wrong or false information during the process of selection shall disqualify the Candidature at any stage.
14. **The Written test will be conducted only if the number of eligible candidates are more than 30. The written test will be followed by Personal Discussion. In case, the number of candidates who appear are less than 30, only Personal Discussion will be conducted.**

Note : No Electronic device including Calculator and Mobile phones are allowed in the examination hall.



**Director
National AIDS Research Institute**

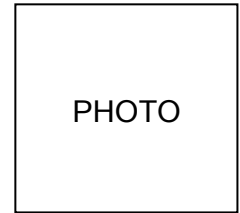
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Application Format

Post applied for



1. Name (In Block Letters)

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2. Father's/Spouse's Name

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3. Date of Birth:

4. Age in completed years (as on 01-04-2018)

5. Sex: Male / Female

6. Category GEN/SC/ST/OBC/PH
(Enclose proof of caste certificate issued by the competent authority)

7. Address

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8. Mobile Number.....

9. E-mail ID.....

10. Essential Qualification

Sl. No.	Exam passed	Board /University	Year of passing	% of Marks

11. Desirable Qualification

Sl. No.	Exam passed	Board /University	Year of passing	% of Marks

12. Experience

Sl. No.	Name of the Employer	Nature of Duties	Date of Joining	Date of Leaving

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature/appointment shall be liable for cancellation/termination without notice or any compensation in lieu thereof.

Place:

Signature of the Candidate

Date:

