

Consultancy Development Centre

Core 4B, 2nd Floor , India Habitat Centre, Lodhi Road, New Delhi-110003
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ADVERTISEMENT FOR CURRENT OPPORTUNITY ASSOCIATE (FINANCE & ACCOUNTS)

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India set up for Promotion, Development and Strengthening of Consultancy Skills and Capabilities in the Country.

Applications are invited to engage(1) resource for the title of Associate (Finance & Accounts) purely on 3 years contract basis with a consolidated indicative salary of Rs.50,000/- per month & as recommended by Selection Committee based on Educational Background / Relevant Experience in field of Finance &Accounts & Performance of Candidate in the interview.

ELIGIBILITY CRITERIA

- (A) Consistently good academic record with degree in Commerce from a recognised university/institute of repute. Professional degree in Accountancy/Financial Management will be an added advantage.
- (B) Minimum (3) three years of experience in finance and accounts functions in Government Funded Autonomous Institutions/PSUs / other organizations. Candidates with experience in Project Accounting will be given preference.

JOB DESCRIPTION

The incumbent should have sound working knowledge relating to the following:

- Working in a computerised environment including in use of TALLY 9 software
- Scrutiny and processing of payments including contract payments in accordance with Rules and Procedures.
- All matters concerning payroll including management of advances
- Maintenance of books of accounts including project accounts
- Preparation of final accounts and generation of MIS reports including reports to be submitted to funding agencies
- Management of finances including project finances
- Income Tax and Service Tax matters (including TDS matters) applicable to government funded autonomous institutions

HOW TO APPLY:

Prescribed Application form may be downloaded from Website www.cdc.org.in or can be obtained Consultancy Development Centre, Core 4- B, 2nd Floor, India Habitat center, Lodi Road, New Delhi – 110003.

- a) The duly completed application in all respect with self-attested copies of certificates in support of date of birth, educational qualification(s) etc. along with recent passport size photograph pasted on application and copy of resume / CV shall be sent to Head of Office Consultancy Development Centre, Core 4- B, 2nd Floor, India Habitat Center, Lodi Road, New Delhi – 110003 through Registered post /Speed post /Courier and should reach CDC before the last date of submission of application i.e. 21 days (Twenty One Days) before 5: 30 pm from date of publication of this advertisement.
- b) Application sent by other modes i.e Fax/ Email/ by hand will not be accepted.
- c) Candidate working in Central / State Govt. / Public Sector Undertaking / Govt. funded autonomous organizations etc. should submit their application **THROUGH PROPER CHANNEL**.
- d) No TA/ DA will paid for attending the interview.

METHOD OF SELECTION:

- A) Candidates fulfilling eligibility criteria will be shortlisted for interview.
- B) The consolidated salary of selected candidate will be based on performance in interview, domain expertise & relevant experience in the field mentioned in job description. The indicative consolidated salary for selected candidate as Associate (F&A), CDC will be Rs. 50,000/- (Rupees Fifty Thousand) per month.
- C) The service contract of selected candidate with CDC will be purely on contract basis for 3 years. The service contract may likely to extend based on performance of candidate during his / her tenure in CDC and as per future requirements of CDC.

NOTE:

1. The Centre is not bound to assign any reason for its decision with regard to the recruitment or criteria for selection process.
2. CDC reserves the right to re-issue /re-commence the entire recruitment process in the case of any anomaly, irregularity or discrepancy in regard thereof. Any decision of CDC in this regard shall be final, conclusive and binding.
3. CDC reserves the sole right for including any addendum/ issuing corrigendum to this recruitment.
4. Any application received by the CDC after the last date and prescribed time of submission of Application as specified shall be straightaway rejected. Any decision in this regard by the CDC shall be final, conclusive and binding.
5. CDC reserves the right not to fill up the position or to scrap the process, if it so desires.
6. The CDC reserves right to cancel the above advertisement for said post without assigning any reason thereto.
7. No interim correspondence will be entertained by CDC.
8. The Service Terms & Conditions of the selected candidate shall be governed by CDC Rules & Regulations, Byelaws and administrative orders of the center and any such other rules / order that may be in force from time to time. In no circumstances any candidate / selected candidate can claim absorption in CDC on Govt. Pay Scales/ otherwise.

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