

Consultancy Development Centre

Core 4B, 2nd Floor
India Habitat Centre, Lodhi Road
New Delhi-110003
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Email: dgcdd@cdc.org.in
Web: www.cdc.org.in

VACANCY NOTICE

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 on Direct Recruitment basis for the post of **Specialist (Finance & Accounts)** purely on contract basis for 3 years with a consolidated indicative salary of Rs. 60,000/- per month in Consultancy Development Centre.

Eligibility Criteria:

- 1) Candidate should possess B.Com degree with Master's Degree in Finance/ MBA/ PGDBM in Finance or equivalent qualification from a recognized University.
- 2) Candidate should be holding the analogous post with minimum experience of 3 years post qualification in relevant field on regular / tenure/ contract basis in organized Accounts Services / Central & State Govt./ Autonomous organization / PSU and other Govt. Funded Organizations etc.

OR

Working experience of minimum five years post qualification experience as Section Officer / Manager/ officer in Pay Band – 2 (Rs. 9300- 34800) + Grade Pay Rs. 4600/- including three years' experience in handling budget , Balance Sheet ,Statutory Compliances , Audit & Accounts related works as on last date of receipt of application .

OR

Working experience of minimum 10 years post qualification experience as Manager / Sr. Manager head in organization of repute / Private Sector undertakings including minimum seven years' of experience in handling budget, Balance Sheet, Statutory Compliances, Audit & Accounts related works as on last date of receipt of application .

Desirable:

- 1) An experience of work in field of accounts of Autonomous Organization will be desirable.
- 2) Knowledge of Government Rules and Regulations / GFR (General Financial Rules) etc. is desirable.
- 3) Minimum three months training on cash & Accounts conducted by Government Body is desirable.

Age Limit:

Not exceeding 40 years of age as on last date of receipt of application.

Job Requirements:

The duties of Specialist (Finance and Accounts) shall include following but not limited to same:

1. Ensuring financial discipline and operational efficiency of the organization
2. Supervision of all payments and ensuring accuracy in disbursements
3. Finalization of Books of Accounts, preparation of Income and Expenditure Statements / Balance sheet & annual report (AR) of the organization including facilitating DSIR in submission of duly approved AR to both the houses of Parliament.
4. Ensuring compliance to all statutory financial norms (including filing of TDS and GST/ Service Tax Returns) as per Government norms.
5. Dealing with assessment and security cases and Income Tax matters.
6. Appearing for Income tax hearing from time to time with Income Tax Officer, CIT (Appeal) and Tribunal.
7. Responsible for facilitating in conducting internal & Statutory Audit, dealing with the CAG audit parties and facilitating in audit proceedings.
8. Liasonig with Government bodies / Ministries / stakeholders / local authorities and banks.
9. Periodic financial reporting, MIS to Director General / Competent authority of Centre.
10. Monitoring / Managing accounts in Tally Package. And addressing issues related to Tally.
11. Preparation of Project costing including preparation of utilization Certificates & statement of expenditure / payable Management etc.
12. Receivable / Payable management.
13. Preparation of Outcome budget, annual Plan etc.
14. Implementation of DBT, (Direct Benefit Transfer) Scheme
15. Supervising, mentoring & training the Finance team as and when required.
16. Contract Management including release of Vendors Payment, contract renewal process, floating of new tenders etc.
17. Technical and Financial Evaluation of Financial Projects / Proposals / Tender documents

18. Monitoring of Financial Contracts, assessment of financial statements, supervising formulation and ensuring implementation of standard operations administrative Procedure.
19. Knowledge of GST.
20. Any other work assigned from time to time by Director General / Competent authority of CDC.

How to Apply:

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

- a) The Application copy duly completed in all respect along with self-attested copies of certificates in support of date of birth , educational qualification , Post qualification experience etc. may be sent along with recent updated resume/ curriculum vitae 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 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 mode i.e Fax/ Email/ by hand will not be accepted.
- c) Candidate working in Central / State Govt. / Public Sector Undertaking / Govt. funded organizations etc. should submit their application **THROUGH PROPER CHANNEL.**
- d) No TA/ DA will paid for attending the interview and written test, if any.

Method of Selection:

- A) Candidates fulfilling eligibility criteria will be shortlisted for interview / Test based on number of applications shortlisted.
- B) Selection of candidates will be made on the basis of test or interview or both depending upon the number of candidates.
- C) The consolidated salary of selected candidate will be based on performance in interview, domain expertise & relevant experience in the field mentioned in job description.
- D) The service contact of selected candidate with CDC will be purely on contract basis for 03 years. The service contact may likely to extend based on performance of candidate during his / her tenure in CDC and as per future requirements of CDC.

Note:

1. In case of equivalent qualification the documentary evidence for the same should be enclosed by candidate along with duly completed application.
2. The Centre is not bound to assign any reason for its decision with regard to the recruitment or criteria for selection process.

3. 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.
4. CDC reserves the sole right for including any addendum/ issuing corrigendum to this recruitment.
5. Any application received by the CDC after the last date and prescribed time of submission of Application as specified shall be rejected forthwith / returned unopened to the Applicant. Any decision in this regard by the CDC shall be final, conclusive and binding.
6. CDC reserves the right not to fill up the post, if it so desires.
7. The CDC reserves right to cancel the above advertisement for said post without assigning any reason thereto.
8. No interim corresponded will be entertain by CDC.
9. The Service Terms & Conditions of the selected candidate shall be governed by CDC Rules, Byelaws and administrative orders of the center and any such other rules / order that may be in force from time to time.

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APPLICATION FOR THE POST OF SPECIALIST(FINANCE & ACCOUNTS)

1 Application for the Post of :

2 Name of the candidate (In Block
Letter)

3 Father's Name (In Block Letters)

4 Age & Date of Birth

5 Sex

6 Permanent Address

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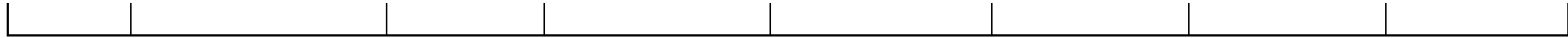
7 Present Address

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8 Academic / Technical / Professional Qualification (Begin with Matriculation)
(Attach self-attested photocopies of the certificates)



10 DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars of information given herein being found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of my misstatement / discrepancy in the particulars being detected, after my appointment, my services are liable to be terminated without notice to me.

Signature of the candidate

Place :

Date :

No Objection Certificate & Vigilance/ Disciplinary action clearance certificate

This is to certify that Shri/Smt..... (Name and Address)..... is an employee of.....Department and he/she is presently holding the post of..... He/She has been working in this Department since till date at the pay scale of With Grade pay

This is to certify that we have no objection to Shri/Smt. applying for Post of Specialist (Finance and Accounts in CDC. In the event of his/her selection for the said Post Shri/Smt..... Shall be relieved from his/her duties.

It is to further certify that there is no vigilance case and disciplinary proceeding pending / contemplated or going on Shri / Smt..... Hence he /she is clear from vigilance / disciplinary angle.

Signature of Officer
Date
Office Seal