



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जवकूर, बेंगलुरु - 560064 कर्नाटक, भारत

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान
सम विश्वविद्यालय संस्था

Jawaharlal Nehru Centre For Advanced Scientific Research

Jakkur, Bengaluru - 560064 Karnataka, INDIA

An autonomous institution under Department of Science and Technology, Govt. of India.
An Institution Deemed-to-be-University

JNC/AO/No.08/2022

August 11, 2022

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) is a premier research institution categorized as Deemed to be University under the Department of Science and Technology (DST), Government of India. The institution has drawn the worldwide attention for its achievements in the advanced areas of science & technology.

Applications are invited from well-qualified and skilled candidates for the position of **“Consultant (Accounts and Finance)”** on contract basis, initially for a period of one year from the date of joining. The incumbent may be considered for fresh contract on completion of the tenure, based on performance and Centre’s requirements. However, the Centre will have no obligations to absorb you on completion of your assignment.

The details regarding the eligibility, age and remuneration, etc along with the selection procedure is given below:

Number of Vacancy:

- 01

Essential Qualification and Experience:

- Post-Graduation in Commerce from a UGC recognized university with minimum 55% marks.
- Minimum 10 years of active accounts handling experience.

Desirable:

- Knowledge of MS- Office, Tally etc
- Knowledge of taxation system like GST etc
- Knowledge of ERP system.
- Knowledge of Central Government accounting system - Single Treasury Account (TSA), PFMS, Bharat Kosh, GFR, preparation of SE/UC etc
- Senior Auditor, Accounts Officer/ Assistant Accounts Officer from Govt. Departments like Audit & Accounts, Defence Accounts, Civil Accounts, Railway Accounts, the Controller General of Def. Accounts and the Comptroller and Auditor General of India/ Director of Audit Def. Services/ Armed Forces/ Central Govt. PSUs etc. will be preferred.
- Preference will be given for those candidates who have worked/working in research institution.

Remuneration:

A fixed monthly amount shall be paid as per the Government norms, arrived at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement.

Others: Fixed remuneration equivalent to Pay Level 10 of 7th CPC shall be payable.

Age:

- Not more than 63 years

Roles and Job description:

- Shall be the head of the accounts department of the Centre and will be fully responsible for all the accounts processes while reporting directly to the Administrative Officer.
- To manage day to day operations of the accounts department.
- To manage accounts payable (bill payments, salaries, pension, petty cash etc.) and receivable through cash /cheque / voucher in a timely manner using ERP system.
- To establish and maintain fiscal files and records to document transaction
- To maintain spread sheets for monitoring and analysing accounting data and prepare financial reports
- Timely uploading of NPS contribution/subscription every month
- Coordinate annual audit and any other audit as ordered.
- Coordinate CAG and DST/IAW audit
- Ensure timely filing of all Tax returns and issue of Form 16 & 16A thereof
- Ensure timely preparation of expenditure reports, utilisation certificates, Bank Account Statement etc
- Ensure that all processes in the Accounts Branch are closely aligned with the GFR and prevailing orders on the subject by the government.
- Timely settlement of bills and receipts
- Timely finalisation of Annual Accounts viz. Balance Sheet, Income and expenditure account, notes on accounts and other schedules forming part of Annual accounts.
- Timely submission of Revised Estimate & Budget Estimates to MoD for seeking approval for grant-in-aid to MP-IDSA.
- Timely remittances of TDS (Income Tax), GST-TDS, EPF contributions etc.
- Supervision of the accounts department activities including liaison and visit to banks and other Govt. Offices, as needed.
- Preparation and submission of necessary documents for Statutory meetings.
- Any other duties and responsibilities assigned from time to time by the Competent Authority.

Documents required:

- Curriculum Vitae (Format Attached as Annexure I), along with application form
- Copy of education and experience certificates, along with application form

Selection Criteria:

Applications will be screened and shortlisted based on the advertisement criteria and profiles of the candidates. Only shortlisted candidates will be called for further evaluation.

In case, required number of fully qualified candidates are not selected, meritorious candidates with requisite qualification but less experience may also be considered with a lesser remuneration.

How to Apply:

Hard copy of the application in prescribed format with a latest Passport size photograph affixed therein, with the envelope having a clear title of “Application for the Position of “Consultant (Accounts and Finance)”, may be sent to: Administrative Officer, Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), Jakkur P.O., Bengaluru- 560 064.

The candidates may send in the advance copy of their documents, along with duly filled application in the prescribed format by email with the subject titled as “Application for the Position of Consultant (Accounts and Finance)” to the recruitment@jncasr.ac.in .

Last date for receipt of Application:

August 27, 2022, by 17:00 hrs. Centre will not be responsible for any postal delays.

General Information:

- Shortlisted candidates will be invited for a test/interview at Bengaluru.
- The selected candidates will be expected to join as per date in the offer letter.
- The Centre reserves the right to fill or not to fill the position advertised or cancel entire hiring procedure at any stage without assigning any reason.
- The Centre reserves the right to restrict the number of candidates for the selection test to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements. Mere eligibility will not vest any right on any candidate for being called for the interview. The decision of the Centre in all matters will be final.
- The selected candidate shall be subjected to rules and regulations as applicable to JNCASR Staff.
- Age and Education qualification will be calculated as on last date of receipt of application.
- In case it is detected at any stage of hiring process an applicant does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/ her candidature will stand cancelled. if any of these shortcomings is/are detected even after appointment, his/ her services are liable to be terminated.
- The Centre reserves the right to terminate the contractual assignment by serving one month’s notice period.

Sd/-
(Joydeep Deb)
Administrative Officer



JNCASR

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Affix recent
passport size
photograph.

1. Post applied for : **Consultant (Accounts and Finance)**
2. Name of the applicant : _____
3. Father's Name : _____
4. Spouse's Name
(In case, married) : _____
5. Date of Birth (DD/MM/YYYY)
& Age as on 27/08/2022 : _____ Age: _____
6. Nationality : _____
7. Gender : _____
8. Category (SC/ST/OBC/Gen./PH) : _____
9. Address for communication : _____

10. Permanent Address : _____

11. E-Mail ID : _____
12. Telephone/Mobile No. : _____

13. Educational Qualification (Graduation onwards):

S.No.	Exams Passed	Board / University	Year	Division	Percentage (%) / Grade	Subject
1.						
2.						
3.						

(Please attach self-attested photocopies of the testimonials)

14. Details of Professional Qualification :

15. Total Work Experience : _____ (in years)

Detail of Work Experience:

S. No.	Name of organization with address	Post held	Salary/ Pay Scale	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Nature of duties/Department/ Field of experience <u>(attach experience Certificate)</u>
1.						
2.						

(Please use extra sheets if required)

16. Any other relevant information which you would like to mention in support of your suitability for the post applied for.

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17. DECLARATION:

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature is liable to be cancelled.
- (ii) I have enclosed the required self-attested copies of the certificates.
- (iii) I have enclosed the Curriculum Vitae.

(Signature of the applicant)

Place:

Date: