



Harish-Chandra Research Institute

Chhatnag Road, Jhunsi, Prayagraj (Allahabad) - 211019

(An Autonomous Institute funded by Department of Atomic Energy, Government of India)

Advt. No.: 03/2024

Dated: 19/09/2024

The Harish-Chandra Research Institute (HRI), Prayagraj, an Aided Institute of the Department of Atomic Energy, Government of India intends to engage a **Consultant (Accounts & Audit)** on contract basis initially for a period of Six Months (06). The contract may be extended for another six months subject to satisfactory performance and the requirements of the Institute.

Indian citizens meeting the following requirements are requested to apply with the filled-in Application Form which is attached herewith, along with relevant self-attested documents **i.e. Age proof, Certificates of Educational Qualifications, Identity Proof and Experience Certificate etc.** and send it to the email id: recruitment@hri.res.in on or before **21/10/2024 (Monday) up to 1730 hrs.** *The candidates are advised to upload all the documents in separate pdf files only (total not more than 10MB).*

2. ESSENTIAL QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Commerce with CA/CMA/MBA(Finance) or Masters in Commerce and at least 10 years of experience in a responsible position in Finance and Accounts in a reputed academic/research institutions under the Central Government/Central Autonomous Bodies/Indian Audit & Accounts Service, out of which **at least 05 years should be as Senior Accounts Officer or equivalent post in Pay Level 10 (₹56100-177500) or above.**
- Thorough knowledge of Government rules and regulations in relation to Accounts. Familiarity with the use of computers in accounts.

3. DESIRABLE QUALIFICATIONS:

- Experience in handling C&AG Audit.
- Knowledge of GST & Tax Compliances.

4. AGE LIMIT:

62 years as on 01/09/2024.

5. JOB DESCRIPTION:

He/she shall be responsible for maintenance of accounts, preparation of balance sheet and prepare the Annual Budget Estimate for the Director, for submission to the Governing Council/Administrative department. He/she shall help in monitoring the progress of expenditure under different heads of accounts and indicate the availability of funds in all proposals for expenditure prior to approval by the competent authority. He/she shall be responsible in dealing with any audit objection and submission of replies in respect of Government audit, if necessary. He/she shall work in coordination with the officials in the Accounts department and report to the Registrar. He/she shall also carry out any other work assigned to him by the Registrar/Director.

6. TERMS AND CONDITIONS OF APPOINTMENT:

- Job Requirement: Serving/retired Officers of Centrally Funded Technical Institutes/Central Autonomous bodies/ Central Government offices with at least 10 years' work experience in Accounts.
- Period of engagement (duration): The initial period of engagement for Consultant (Accounts & Audit) shall be for a period of SIX months. The contract may be extended for another six months subject to satisfactory performance and functional requirement of the Institute.
- Working hours: 09:00 A.M. to 5:30 P.M. (five days a week).

- d) Remuneration: The maximum consolidated fee payable shall be Rupees 50,000/- per month, depending upon the educational qualification and length of experience. The amount of fee in case of retired Government officials shall not exceed the ceiling of (Last Pay minus Basic Pension).
- e) Drawal of pension: A retired Government official engaged as Consultant shall continue to draw Pension and Dearness Relief on Pension during the period of his engagement as Consultant. His/her engagement as consultant shall not be treated as a case of re-employment.
- f) Allowances: The Consultant will not be entitled to any allowances such as Dearness Allowance, Transport Allowance, HRA, Medical reimbursement etc.
- g) TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion.
- h) Leave: Consultant shall be eligible for paid leave of absence @ of 1.5 days for each completed month of service. There will be no accumulation of Leave beyond a calendar year.
- i) Temporary Engagement: The engagement will be purely on temporary basis and it will confer no right on the Consultant for regularization/ permanent appointment.
- j) Termination Notice: The contract can be terminated by either side with one month's notice or pay in lieu thereof. The institute would be free to terminate the services in case of continuous absence from duty for more than 15 days beyond the entitled leave in a calendar year, for which no notice will be served.
- k) Conflict of Interest: The consultant is expected to follow all the rules and regulations of the Institute and Central Government, which are in force. He/She will be expected to adopt utmost honesty and sincerity while discharging his/her duties.
- l) Non-disclosure of Official Secrets: During the period of assignment with HRI, it may be possible that the Consultant may come across certain information of important or secret nature. The Consultant would, therefore, be subjected to the provisions of the Indian Official Secrets Act, 1923, not only during the period of assignment, but also thereafter.
- m) The consultant shall not, except with previous sanction of the Institute or in the bonafide discharge of his duties, publish a book or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, if such book, article, broadcast or letter relates to subject matter assigned to him by the Institute.
- n) Work Station: The work station of the consultant will be at Harish-Chandra Research Institute, Chhatnag Road, Jhansi, Prayagraj - 211019.
- o) Supervision: The consultant will work for HRI, under the guidance and supervision of the Registrar, HRI, Prayagraj.
- p) Issues, if any, not covered above shall be guided by the GoI rules on the subject from time to time.

N.B.: For any query, please write to registrar@hri.res.in



हरीश-चन्द्र अनुसंधान संस्थान

(परमाणु ऊर्जा विभाग, भारत सरकार)

छतनाग मार्ग, झुंसी, प्रयागराज (इलाहाबाद) – 211019) (भारत)

Harish-Chandra Research Institute

(Dept. of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Prayagraj (Allahabad) - 019 211 (INDIA)

FORMAT OF APPLICATION

For the post of: Consultant (Accounts & Audit)

Please affix
recent passport
size photo.

1. Name in full (in block letters) :
(Mr./Mrs./Miss)
2. Date of birth (dd-mm-yyyy) :
3. Age as on 01.09.2024 :
4. Current designation (if in service) :
5. Current institute/place of work :
(if in service)
6. Last post held & pay scale before :
retirement
7. Last place of work :
(Institute/CAB/Central Govt.)
8. Details of the job responsibilities held :
during the service
9. Have you ever been assigned the :
responsibility of a Consultant?
10. If yes, the details thereof :
11. Whether any penalty was imposed :
during the service (if applicable)
12. If yes, the details thereof :

(Full signature of the applicant)

(_____)

Contact Number:

Address for Communication:

Date:

Place:

Copies of Certificates:

1.

2.

3.

N.B.: The candidates are advised to upload all the documents in separate pdf files only (total not more than 10MB).