

National Institute of Labour Economics Research and Development

Sector A-7, Institutional Area, Narela, Delhi-110040

VACANCY ADVERTISEMENT

National Institute of Labour Economics Research and Development invites applications from dynamic, result oriented and experienced professionals for filling up One position of Consultant (Finance & Accounts) on purely Contract basis with consolidated emoluments as per following details:

S.No.	Name & No. of Post	Consolidated Monthly emoluments	Age	Minimum Post Qualification on experience in years	Period of Contract
1.	Consultant (Finance & Accounts) No. of Position - 01	Rs. 80,000/- per month.	Upto 45 Years	08 to 15 Years	Initially for a period of One year, and further extendable depending on requirement and performance on year to year basis but not beyond five years in any case.

Terms of Reference for consultant (Finance & Accounts)

Sr.No.	Particulars	Details
1.	Post Name	Consultant (Finance and Accounts)
2.	Recruitment type	Contractual period initially for one year which may be renewed as per performance and requirement of the institute on annual basis but not beyond five years in any case with the approval of the Director General".
3.	Method of Recruitment	Open Advertisement.
4.	Educational Qualifications	Masters degree in Commerce/Finance/Accounts from any recognized university or CA/ICMA
5.	Experience	08-15 years of the working experience in the Finance or Accounts Division in any Autonomous Institute/PSU/Govt. Department/reputed Private Organization.
6.	Age Limit	Upto 45 years.
7.	Consolidated Remuneration in INR monthly	80,000/- per month
8.	Role Summary	The Consultant (Finance & Accounts) will support the Finance Division in maintaining accurate financial records, ensuring statutory compliance, assisting in audits, and managing accounting operations using accounting and payroll software. The role requires strong knowledge of financial procedures, reconciliation processes, and applicable financial regulations.

9.	Job Description	<ul style="list-style-type: none"> i. Assist in the finalization of books of accounts and preparation of financial statements. ii. Ensure compliance with statutory requirements such as Income Tax and GST, including timely filing of periodic returns. iii. Support the timely completion of all financial and accounting matters within the division. iv. Ensure all financial transactions are properly recorded and documented in the accounting system. v. Conduct regular reconciliation of bank statements, ledgers, and other accounts to identify and resolve discrepancies. vi. Prepare expenditure and receipt vouchers using accounting software. vii. Provide support in internal and external audit processes and maintain required documentation. viii. Maintain and regularly update all ledgers in the accounting software. ix. Review financial transactions of various divisions to ensure regularity and financial propriety. x. Utilize accounting software efficiently for Financial record management. xi. Apply knowledge of General Financial Rules (GFR) in financial operations and procedures. xii. Operate and manage payroll processes using different payroll software systems. xiii. Perform any additional duties assigned by the Joint Director (Finance).
10.	Required skills and competencies	<ul style="list-style-type: none"> i. Knowledge of accounting principles and financial procedures ii. Familiarity with accounting and payroll software iii. Understanding of GST, Income Tax compliance, and statutory requirements iv. Knowledge of General Financial Rules (GFR) v. Strong attention to detail and reconciliation skills vi. Good documentation and record-keeping abilities

OTHER TERMS AND CONDITIONS:

1. Applicant must be Citizen of India.
2. Information found incomplete or false in any stage in filled-in application prior or post appointment, candidature/appointment will be cancelled/terminated.
3. The appointment on contract initially will be for a period of one year and further extendable depending on NILERD requirement and performance of the consultant on year to year basis but not exceeding beyond five years or attaining the age of sixty years.
4. On engagement, the contractual employees will not be entitled to any benefit like gratuity, leave encashment, CPF/NPS, official transport neither other benefits available to regular employees of NILERD.
5. The Institute reserves the right not to fill up the post advertised and may at its discretion change the number of posts as per requirement.
6. Application(s) incomplete in any form or received after the closing date will not be considered.
7. Candidates may carefully read instruction/eligibility criteria before filling-up/submission of application, available at website: www.nilerd.ac.in
8. Director General reserves the right to accept or reject any application as per his discretion and no correspondence will be entertained in this regard.
9. The candidates fulfilling the eligibility criteria, qualifications and experience may submit their application in the prescribed format (**Annexure-I**) attached to the vacancy advertisement. Attested copies of certificates in support of age, qualifications, experience, caste, pay drawn, present pay and emoluments etc. may also be enclosed with application.
10. Interested and eligible candidates may send their application in the prescribed format within **30 DAYS FROM THE DATE OF PUBLICATION IN EMPLOYMENT NEWS** to dq-nilerd@gov.in

GENERAL TERMS AND CONDITIONS

1. **Age Limit:** The maximum age limit at the time of engagement shall be 45 year for Consultant (Finance & Accounts).
2. **Tax Deduction at Source (TDS):** TDS as admissible shall be deducted from the monthly remuneration of the manpower engaged. A TDS certificate shall be issued by Finance Section of NILERD on demand.
3. **Period of engagement:** The initial term of engagement shall be **ONE YEAR** and subsequent extension(s), if any, shall be considered on yearly basis depending on the requirements of a specific job and the time frame for its completion, quality of output and based on recommendations. The period of contract will not exceed beyond five years in any case.
4. **Procedure for Selection:** The applications received through open advertisement will be scrutinized in terms of required educational qualifications and relevant experience by a Scrutiny Committee before the same are placed before the Selection Committee. The Selection Committee after interaction with the shortlisted candidates would recommend a panel of selected candidates at the time of recruitment, subject to sufficient number of candidates securing the minimum benchmark set by the Selection Committee based on the personal interaction/interview.

The selected candidate must act, at all times in the interest of NILERD and render any advice/service with professional integrity. They will maintain highest standards of integrity, transparency, accountability, competitiveness, courtesy, and efficiency while working as Consultant (Finance & Accounts) in NILERD. They will maintain unconditional devotion to duty adherence to the rules such as punctuality, office discipline and decorum, positive attitude towards work as well as due courtesy to the superior. Any person against whom any audit objection pending, or disciplinary/vigilance matter contemplated, during their entire working career, will not be considered. Working Hours shall normally be from 09.00 am to 5.30 pm during working days. However, in exigencies of work, she/he may be required to work beyond office hours and may be called on Saturday/Sundays or other holidays. In case of any violation, engagement will be immediately terminated.

5. **Performance Appraisal:** An Annual Appraisal of the selected candidates would be undertaken. Assessment would be done by Joint Director (Finance).
6. **Termination of Contract:** NILERD may terminate a Contract, if:
 - (i) The engaged personnel are unable to address the assigned works to the satisfaction of the NILERD.
 - (ii) Quality of output related to the post of Consultant (Finance & Accounts) and assigned works of the engaged personnel is not to the satisfaction of the NILERD.
 - (iii) The engaged personnel are found lacking in honesty and integrity.
 - (iv) NILERD reserves the right to terminate the contract, by giving one month's notice to the engaged personnel. The engaged personnel can leave the NILERD by giving a notice for a period of not less than one month, failing which she/he will need to deposit one month's salary or legal action will be taken against him/her.

7. **Rights of the NILERD:** The NILERD has the right to cancel the advertisement, and not go for engagement of manpower, at any stage. It may accept or reject any or all applications, without giving any reasons there for. The applications should be in the format enclosed at Annexure and supported with self attested copies of proof of age, address proof, educational/professional qualifications/ experience certificate(s), etc.
8. **Note:** The applications, should be e-mailed at dg-nilerd@gov.in with subject "Application for engagement as Consultant (Finance & Accounts) on contract basis" within 30 days from the date of publication of advertisement in Employment News. Incomplete application not supported with educational/professional qualification/ skill qualification/ experience certificates will not be entertained.
9. **Entitlements:** Recruited Contractual Consultant (Finance & Accounts) shall not be entitled to any allowances as regular employees of NILERD, such as dearness allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS, medical reimbursement, etc.
10. **Leave:** Recruited Contractual Consultant (Finance & Accounts) shall be eligible for leave at the rate of **1.5 days** of each completed month with no accumulation leave beyond a calendar year on pro-rata basis. Unavailed leaves cannot be carried forward to the next year. Personnel shall not be eligible for any remuneration in case of his/her absence beyond **18** days in a year (calculated on pro-rata basis). There will be no accumulation of leaves beyond a calendar year.
11. **Police Verification:** Police Verification after engagement of the personnel will be done. In case the police verification is received as negative the contract of Consultant (Finance & Accounts) engaged shall cease to exist with immediate effect without any notice.
12. **Travel, Medical Clearance and Service incurred Death, Injury or Illness:** (i) NILERD may require from Consultant (Finance & Accounts) to submit a Statement of Good Health from a registered physician prior to commencement of work in NILERD. (ii) In the event of the death, injury or illness of Consultant (Finance & Accounts) during performing the duties in NILERD, he/she and his/her dependent family members, as appropriate, shall not be entitled to any compensation.
13. **Other Terms & Conditions of the Contract:** The engagement of contractual Consultant (Finance & Accounts) would be on full-time basis, and they would not be permitted to take up any other assignment/work neither as an employee/employer or executive member of any organization/institution, during the period of their engagement with the NILERD. They will be governed by the Official Secrets Act, 1923 as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement in the NILERD.

Annexure-I

National Institute of Labour Economics Research and Development
(An autonomous organization under the aegis of NITI Aayog, Govt. of India)
Sector A-7, Institutional Area, Narela, Delhi -110040

APPLICATION FORMAT

Application for : **CONSULTANT (FINANCE & ACCOUNTS)**
ON CONTRACT BASIS.

Photograph
(Affix here)

1.	Name of the Applicant (in Block Letters)	
2.	Father's Name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Category (SC/ST/OBC/EWS/Others)	
5.	Address for communication	
6.	Permanent Address	
7.	e-mail address & Mobile No.	

8. Educational Qualifications (including professional qualification):
(Separate Sheet should be attached, if required)

Examination Passed (Matriculation onwards)	Name of Board/University	Year of Passing	% of marks	Division

Contd. on P-2/-

9. Work Experience, (Separate Sheet should be attached, if required):

Name of Organization	Designation	From	To	Scale of Pay/ Total Pay Per Month	Nature of Duties

10.	Nature of present employment i.e. ad-hoc/temporary/ permanent/Others	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application Format/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material/facts related to my selection has been suppressed/withheld.

(SIGNATURE OF THE CANDIDATE)

Name of Candidate: _____

Mobile No.: _____

E-mail address: _____

Address: _____

Place : _____

Date : _____