



National Institute of Technical Teachers Training and Research
Ministry of Education, Government of India, Taramani, Chennai 600 113
राष्ट्रीयतकनीकीशिक्षकप्रशिक्षणएवंअनुसंधानसंस्थान
शिक्षामंत्रालय, भारतसरकार, त्रमणि, चेन्नई 600 113

NITTTTC/Admin/2023-24

08.03.2024

ENGAGEMENT OF CONSULTANT (ACCOUNTS)

(Contract basis)

Advt.No.12/2023-24

Applications are invited from retired Accounts Officers to work as **CONSULTANT (ACCOUNTS)** at National Institute of Technical Teachers Training and Research, Chennai on short term contract basis initially for a period of one year.

Eligibility:	Retired Accounts officers from CAG audit, Central Government, Central Autonomous Institutes etc. in Pay Level 10 (GP 5400) or its equivalent and above who are having experience in accounts and audit matters, income tax etc. Proficiency in usage of computerized office environment like MS Office/MS Excel.
Age Limit	Not exceeding 63years as on the date of application.
Remuneration	A consolidated pay of Rs.55,000/-per month.

Scope of Work:

- (1) Consultant (Accounts) shall report to Director for performing the accounts work as set out by the Establishment.
- (2) The duties and responsibilities inter alia include:
 - a. Pre audit of all payment vouchers in compliance with laid down procedures and rules.
 - b. Pre audit check of all procurements, establishment matters, works, academic matters, personal claims etc. for compliance to laid down procedures and rules.
 - c. Verification of Compliance to TDS, GST, Gem / PFMS and its proper remittance, verification of closing of accounts.
 - d. BRS, R&P, I&E, Balance sheet on monthly or quarterly basis, prepare the Annual accounts, Monthly expenditure etc.
 - e. Compliance to others standard operation procedures laid down by the Institute with respect to payments, receipts, advances, loans, OTC, project funds etc.
 - f. Coordinate with the statutory audit every year and compliance of audit observation with the help of concerned department/centers
 - g. Follow up of Deposit accounts with CPWD and issuance of UCs
 - h. All other matters involving financial implications.

- i. Knowledge of Tally is desirable.
- j. Should have High standard of ethics in analyzing use of resources

1. General conditions

- a) The consultant (Accounts) shall abide with contract agreement, general conduct rules and information security act and other restrictions applicable to Govt. employees.
- b) During the period of consultancy, he / she shall not be engaged in any private business or professional activity which could be in conflict with the interest of the Government. The consultant will observe the office timings, holidays of NITTTR, Chennai.
- c) Initially the appointment will be for a period of one year and may be extended by the authority based on satisfactory performance.
- d) It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by NITTTR, Chennai, by giving a month's notice either side without assigning any reason.
- e) Headquarters of the consultant shall be Chennai and in case he/she is required to perform journey/ tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/ her at the time of his/ her retirement.
- f) The consultant (Accounts) shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
- g) Incidental Leave of 18 days per annum (@1.5 days per completed month of service) shall be admissible to the consultant. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination / completion of the contract, the consultant shall not be entitled to the benefit of encashment of the un-availed leave.
- h) The consultant (Accounts) will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of NITTTR, Chennai.
- i) The consultant (Accounts) shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards.
- j) The consultant (Accounts) shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in NITTTR, Chennai.
- k) The consultant (Accounts) should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/ She shall be bound to hand over all the records/ accounts handled by him/her to the designated person of NITTTR, Chennai before the expiry of the contract period and before final payment is released by NITTTR, Chennai.

- l) The services of the consultant (Accounts) shall be terminated, at any point of time, if
- i. The services rendered by him/her are not satisfactory, or
 - ii. Any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or
 - iii. There is any breach of any of the terms and conditions of contractual engagement or he/she is found to be involved in any act of in discipline or misconduct or
 - iv. He/she is found to be involved in any act that proves unbecoming of him/her.

m) Notwithstanding what is provided above, the services of a consultant (Accounts) may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of NITTTR, Chennai in this regard shall be final and binding on the contractual staff.

2. Application has to be submitted in the prescribed Performa which can also be downloaded from website: www.nitttrc.ac.in
3. Application along with copy of all relevant documents viz. Copy of PPO, Retirement order, Certificate/Degree, Proof of date of birth, identification proof such as Aadhaar Card or PAN Card may be submitted through mail - nitttrcadmin@nitttrc.edu.in on or before **22nd March 2024**.
4. No TA/DA is payable for attending the interview.

Note: -

- 1) **Place of Interview:**
NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH, Taramani, Chennai – 600 113.
Contact No: 044-22545493/406,
Email: nitttrcadmin@nitttrc.edu.in
Website: www.nitttrc.ac.in
- 2) **The date and time of the interview will be intimated to shortlisted candidates by email.**
