

**Inter-University Accelerator Centre
New Delhi-110067**

Employment Notice : 05/2019

**ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS CONSULTANT
(INTERNAL AUDIT) ON CONTRACT BASIS**

Inter-University Accelerator Centre (IUAC), New Delhi, an Autonomous Centre of University Grants Commission under Ministry of HRD, Govt. of India, invites applications from retired government servants for engagement as Consultant having at least 5 years of experience in Internal Audit matters and Finance of Central Government Departments/Autonomous Bodies/Universities on contract basis for a period of initially one year at a consolidated fee of Rs. 40,000-50000 per month. Those who have already applied against employment notice no.03/2019 need not to apply again.

**For detailed information, further updates, corrigendum, addendum please
visit IUAC website: www.iuac.res.in**

-Sd-
Administrative Officer (P)

Inter-University Accelerator Centre
(An Autonomous Centre of UGC)
Post Box No.10502, Aruna Asaf Ali Marg
New Delhi-110067

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1. No other compensation apart from consolidated fee/ remuneration will be admissible.
2. The details including eligibility criteria, Terms of Reference etc. are enclosed. The Centre reserves the right to accept or reject in part or in full or all the responses received from applicants without assigning any reasons whatsoever. Terms and Conditions of the engagement are mentioned in Annexure-I.
3. Interested applicants may send their applications in the prescribed proforma (downloaded from the website) along with supporting documents to **The Administrative Officer (P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, Post Box No. 10502, New Delhi – 110067.** The envelope containing the application should clearly be labeled as **“Application for the post of Consultant. Incomplete applications will be rejected.**
4. Selection of the Consultant shall be made by a duly constituted Selection Committee by process of interview and interaction. The Date of interview shall be notified subsequently. The decision of the Selection Committee shall be final.
5. Those who have already applied against employment notice no.03/2019 need not to apply again.
6. Last date of receiving applications is **May 30, 2019.**

Administrative Officer (P)

Terms and Conditions

ANNEXURE-I

1.0 Eligibility

- 1.1 Persons should be retired employees of Central Government/State Government/PSU/Autonomous body/University having considering experience of Internal Audit and Finance Matters.
- 1.2 Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS word, MS Excel and Power Point etc.
- 1.3 Should have expertise in noting/ drafting, budget/ accounts, office procedure, etc.
- 1.4 Persons retired from Indian Audit and Accounts services or similar background will be given preference.

2.0 Age Limit:

- 2.1 Should not be more than 65 year of age on the last date for receipt of application.

3.0 Remuneration:

- 3.1 The monthly consolidated remuneration of Consultants is Rs.40, 000-50,000 per month.
- 3.2 The Consultant shall not be entitled to any allowance such as DA, transport facility, residential accommodation, Medical Facility/Medical reimbursement etc.

4.0 Engagement :

- 4.1 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/ organization.
- 4.2 The Consultant will be appointed initially for a period of one year. His/ her services can be continued further subject to assessment of his/ her performance at the end of the tenure.

5.0 Scope of Work/Job Responsibility:

- (A) **Accounts** – Cash Receipts, Deposits, Utilization of with draws from Bank, periodical surprise each counts, Reconciliation of Bank accounts, GPF/CPF accounts audit before signature of Individual statement etc., To deal with Audit Matters, C&AG Audit Para and UGC Internal Audit, reconcile all the outstanding Inspection Reports/ Paras.
- (B) **Personnel** – Time Office functions, payroll, maintenance of staff files, service books, scrutiny of LTC and Leave en-cashment notes before issue of sanctions, verification of service with the service books before release of pensionary benefits etc.,
- (C) **Purchase** – Observance of purchase procedure, scrutiny of purchase and requisitions of goods and services reconciliation, issuance of asset numbers before release of payment to the suppliers, procedures for payment of advance on import items etc.,

6.0 Working Hours :

- 6.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. He/ she will be required to put in min 40 hours per week.
- 6.2 He will be required to make his services be available on Holidays/ weekends as and when called upon to do so in exigencies for which no additional remuneration shall be paid. However, he can avail compensatory off on subsequent working days during next 2 (Two) months.

7.0 Leave:

- 7.1 The Consultant shall be entitled to avail 8 days of Leave in a calendar year which he can avail at his convenience.
- 7.2 The un-availed leave in a calendar year can not be carried forward to next calendar year.
- 8.0 The engagement as Consultant in case of a retired Government Servant shall not be considered as a case of re-employment.

9.0 Tax Deduction at Source:

- 9.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

10.0 Confidentiality of data and documents:

- 10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Centre shall remain with the Centre.
- 10.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for Centre without the express written consent of the Director.
- 10.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Centre.
- 10.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE – III.

11.0 Conflict of interest:

- 11.1 The Consultant shall in no case represent or give any opinion or advice to others in any matter which is adverse to the interest of the IUAC nor will he indulge in any activity outside the terms of the contractual assignment.
- 11.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Centre.

12.0 Termination of Agreement:

- 12.1 The Centre may terminate the contract to which these terms apply, if:-
- (i) The Consultant is unable to address the assignment work.
 - (ii) Quality of the assignment work is not to the satisfaction of the Controlling Officer/Competent Authority.
 - (iii) The Consultant is found lacking in honesty, integrity, in the event of incidence in violating moral turpitude, or acts which are not in conformity with the CSS(Conduct) Rules, 1964 applicable to the Central Govt. Employee.
 - (iv) The Competent Authority in the Centre may also terminate the contract at any time without giving any notice and also without assigning any reason.
 - (v) Upon mutual agreement with the Consultants for which the Consultant shall be required to give advance notice of 4 weeks.

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**Application for Engagement as Consultant on Contract basis in
Inter-University Accelerator Centre, New Delhi**

Name	
Mothers /Fathers /Husband' Name	
Address for Correspondence	
Permanent address	
Contact No.(Mobile and Landline)	
Email ID	
Educations /Technical Qualification (s)	
Details of experience to be attached as "APPENDIX"	Duly filled proforma Appendix is attached
Date of retirement and name of the office where the officer was last working. (Enclosed the copy of PPO.)	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are/were pending against me, as on date.

Date:.....

Signature of the Applicant

NON-DISCLOSURE UNDERTAKING

To,
Director
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi -110067.

Sir,

I hereby undertake

1. To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential. Not to sell, trade, publish or otherwise disclosed to any one manner whatsoever including by means of reproduction either in physical, hard copy, digital or in electronic format.
2. Not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with the Centre which would otherwise conflict with my obligation towards the Centre. To abide by data security policy and related guidelines issued by the Centre.
3. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Centre any record/material, equipment, documents or data which is of confidential nature.
4. I shall keep the Centre informed of any change in my address or contact details during the period of my engagement.
5. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
6. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Signature.....

Name:.....

Address.....

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Contact No.....

Dated.....

APPENDIX

Name of the Organization	From	To	Nature of Work

Name:

Signature: