



Technology Information, Forecasting & Assessment Council (TIFAC)
(An Autonomous body under Department of Science &
Technology, Govt. of India), Vishwakarma Bhawan, A-Wing,
Shaheed Jeet Singh Marg, New Delhi – 110 016

TIFAC invites applications for engagement of a **Consultant (Administration)** and a **Consultant (Accounts)** on contract basis on consolidated remuneration. Details of terms and conditions of engagement alongwith format of application are available on the TIFAC Website: www.tifac.org.in.

The applications duly completed in all respects alongwith copies of the testimonials must reach TIFAC latest by **07.03.2019**

In-charge (Fin. & Admn.), TIFAC

TERMS & CONDITIONS OF ENGAGEMENT OF CONSULTANT (Accounts) ON CONTRACT

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under Department of Science and Technology (DST), Government of India invites applications from Indian Nationals for engagement as Consultant (Accounts) full time for one year contract on consolidated remuneration (Professional Fee) basis. The term of contract may be extended for another one year. The Terms and Conditions of the engagement are as follows:

1. **Essential qualifications** – Bachelors Degree in Commerce from a recognized University or equivalent
2. **Experience** – A minimum of 15 years of experience of working as Accountant or higher positions in Govt. Organisations including autonomous bodies/ statutory authorities, PSUs; dealing with all accounts related matters including budget/audit/finance and finalisation of accounts etc.
3. **Age** – Not exceeding 65 years
4. **Scope of Work / ToR**

The Consultant (Accounts) would look after all Accounts/ Finance / Budget /Audit and related matters of TIFAC.

5. **Professional Fee / Consolidated Remuneration**

The consultant will be paid remuneration in the range of Rs.40,000/- – Rs. 70,000/- p.m. (all inclusive) as recommended by the Consultancy Evaluation Committee. The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid TA/DA equivalent to his last travel entitlement in the Government.

6. **Confidentiality & Conflict of Interest** – The Consultant so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Consultant (Accounts) shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

7. **Termination**

TIFAC or Consultant (Accounts) may terminate the contract by giving one month's notice in writing to the other party without assigning any reason.

8. Leave Entitlement

The Consultant (Accounts) engaged on full time shall be entitled to leave of 30 days in a year on prorata basis (2.5 leave per completed month). The Consultant (Accounts) shall not draw any remuneration beyond their prescribed leave. Leave shall not be carried forward to the next year. He shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

9. The applicants need to enclose the copies of the following documents, duly self attested as proof of their credentials:

- (i) Degree/Certificate as above.
- (ii) PPO, LPC from the employer /concerned Authority
- (iii) Experience certificate from employer
- (iv) No objection / relieving letter from the Employer (if employed at present)

Any other document, if deemed necessary may be demanded by TIFAC during the shortlisting / selection / contract signing process.

10. General Conditions:

- i. The last date of receipt of applications in TIFAC would be **07.03.2019**.
- ii. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 31.01.2019
- iii. The prescribed qualifications / experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- iv. TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
- v. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

FORMAT FOR APPLICATION FOR ENGAGEMENT OF CONSULTANT (Accounts)

PHOTO

1. Name of the Applicant :
2. Date of Birth :
3. Permanent Address :
4. Correspondence Address :
5. Contact No. (Mobile & Landline) :
6. Email ID :
7. Nationality :
8. Educational Qualification :
(Class 10th onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

10. Professional Qualification :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

Name of Organisation	Post held	Gross Emoluments	Period	Nature of Duties

12. Emoluments last drawn (last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature:

TERMS & CONDITIONS FOR ENGAGEMENT OF CONSULTANT (Administration) ON CONTRACT

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under Department of Science and Technology (DST), Government of India invites application from Indian Nationals for engagement as Consultant (Administration) full time on one year contract on consolidated remuneration (Professional fee) basis. The term of contract may be extended for another one year. The Terms and Conditions of the engagement are as follows:

- 1. Essential qualifications** - Applicants should be Graduate from a recognised University.
- 2. Professional Experience** – Minimum of 15 years experience of working in supervisory / managerial level in Government organizations (including Government, Autonomous Bodies, Statutory bodies, PSUs etc.), dealing with all Administration matters i.e. Purchase & stores, Preparation of Tender Documents, Award of Tenders, management of all in-house and out-sourced services, sell of assets and other related matters. The knowledge of GFR and other Government rules / system/ procedures is also essential. The applicant should have knowledge of usage of computers, internet, email, etc.
- 3. Age** – Not exceeding 65 years.
- 4. Scope of Work**

The Consultant (Administration) would be responsible for all liaison/ maintenance / supervision of support services in administrative and office works, including stores, tenders, travel / ticket/car booking & meetings etc.

5. Consolidated Remuneration

The full time consultant (Administration) will be paid remuneration in the range of Rs.40,000/- – Rs. 70,000/- p.m. (all inclusive) as recommended by the Consultancy Evaluation Committee. The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he / she is deputed for outstation travel, he / she would be paid TA/DA equivalent to his last travel in the Government.

- 6. Confidentiality & Conflict of Interest** – The Consultant so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his /her services shall be liable to be discontinued immediately without assigning any reason.

7. Termination

TIFAC or Consultant (Administration) may terminate the contract by giving one month's notice in writing to the other party without assigning any reason.

8. Leave Entitlement

The Consultant (Administration) engaged on full time shall be entitled to leave of 30 days in a year on prorata basis (2.5 leave per completed month). He shall not draw any remuneration beyond their prescribed leave. Leave shall not be carried forward to the next year. He shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

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- a. Degree / Certificate as above.
 - b. PPO, LPC, etc.
 - c. Experience certificates from the employer
 - d. No objection / relieving letter from their Employer (if employed)

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FORMAT FOR APPLICATION FOR ENGAGEMENT OF CONSULTANT (Administration)

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2. Date of Birth :
3. Permanent Address :
4. Correspondence Address :
5. Contact No. (Mobile & Landline) :
6. Email ID :
7. Nationality :
8. Educational Qualification :
(Class 10th onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

9. Professional Qualification :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

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Place:

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