



INDIAN STATISTICAL INSTITUTE
203, Barrackpore Trunk Road, Kolkata-700 108
(An Autonomous Institute funded by MoSPI, Government of India)

Advertisement No.REC-12/2021-5, KOL

Date: 05.12.2021

The Indian Statistical Institute (ISI), an Institute of National Importance, under Ministry of Statistics & Programme Implementation, Government of India intends to engage a **Consultant (Finance & Internal Audit)** in its Headquarters at Kolkata on contract basis initially for a period of ONE year. The contract may be extended for one more year subject to satisfactory performance and requirement 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: hrdunit@isical.ac.in on or before **27.12.2021 (Monday)**. The candidates are advised to upload all the documents in separate pdf files only.

2. ESSENTIAL QUALIFICATIONS & EXPERIENCE:

- a) A good Bachelor's degree in any discipline with CA/ICWA/MBA(F) or equivalent qualification and 10 years of experience in a responsible position in accounts and finance in reputed academic/research institutions or in Government/autonomous bodies out of which **at least 5 years should be in Audit.**
- b) Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

NB: Preference will be given to Officers having experience in the Indian Audit & Accounts Service or other similar Organized Accounts Service of Central/ State Government.

3. DESIRABLE QUALIFICATIONS:

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

4. AGE LIMIT: 60 years as on 01/12/2021. May be relaxed up to 62 years as on 01/12/2021 in case of persons having at least 5 years work experience in Audit in reputed Educational and Research Institute or in the Audit and Accounts Service of Central/State Government.

5. JOB DESCRIPTION: He shall be responsible for test checking the work of Units at headquarters and outlying centres /branches etc. in phases with a view to examining how far the rules and regulations as amended from time to time are followed and important office orders issued from time to time containing specific directives are implemented; to scrutinise the accounting work done in various units with a view to detect defects, if any and to suggest measures to be taken to avoid such defects; to get the deficiencies noticed during test check, rectified on the spot by providing suitable guidance to the officers, wherever possible; to conduct special audit checks on such items as may be directed by Director/Chief Executive(Administration & Finance); to test check items of expenditure, receipts, advances, suspense with basic records and records relating to final accounts. He shall monitor the progress of expenditure of different units/divisions/centres under different heads of Accounts and indicate the availability of funds in all proposals for expenditure prior to approval by the competent authority. He shall also be responsible for physical verification of stores at the headquarters, outlying offices, branches and centres of the Institute. He shall work in coordination with the Senior Accounts Officers/Accounts Officers and report to the Chief Executive (Administration & Finance). He shall be responsible to deal with any audit objection and submission of replies in respect of Government audit, if necessary. He shall also carry out any other work assigned to him by higher authority.

6. **TERMS AND CONDITIONS OF APPOINTMENT:**

- a) Job Requirement: Serving/ retired Officers of Centrally Funded Technical Institutes/ Autonomous Research Organizations/ Central/ State Government offices with at least 5 years' work experience in Audit.
- b) Period of engagement (duration): The initial period of engagement for Consultant (Finance & Internal Audit) shall be for a period of ONE year. The contract may be extended for one more year subject to satisfactory performance and functional requirement of the Institute.
- c) Working hours: 10:00 A.M. to 6:30 P.M. (five days a week).
- d) Remuneration: The maximum consolidated fee payable shall be Rupees 60,000/- per month, depending upon the educational qualification and length of experience. The amount of fees 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. However, the consultant shall be allowed TA/DA for their travel inside the country in connection with official work.
- h) Leave: Consultants 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 ISI, it is likely 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 ISI Headquarter at Kolkata.
- o) Supervision: The consultant will work for ISI, under the guidance and supervision of the Chief Executive (A&F), ISI, Kolkata.
- 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 pbanerjee@isical.ac.in

APPLICATION FORMAT FOR CONSULTANT (FINANCE & INTERNAL AUDIT)

The Chief Executive (A&F)
Indian Statistical Institute
203, B.T. Road
Kolkata – 700 108.

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 1st December,2021 : _____
- 4 Address for Communication : _____

- 5. E-mail Address : _____
- 6. Contact Number : _____
- 7. Qualifications :

Sl. No.	Examination Passed	School/College/University	Year of Passing	Division/Grade	Special Subjects or field of Specification

8. Previous employment details (in chronological order) Use separate sheet if needed.

Sl. No.	Name & Address of Employer	Designation	Period of Employment		Pay Details	Nature of Duties / Job responsibilities
			Date of Joining	Date of Leaving		
1						
2						
3						
4						

9. Whether any penalty (major/minor) was imposed on you during the service : _____

10. Knowledge of Computer : _____

11. Any other relevant information : _____

Declaration:

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature of appointment is liable to be cancelled/terminated.

(FULL SIGNATURE OF THE APPLICANT)

Date :

Place: