

Prime Minister's Office

Engagement of Consultant (Accounts)

The Prime Minister's Office invites the applications from interested and eligible individuals for performing the work of Accountant in this office for a period of twelve months **on contract basis**.

Eligibility conditions for Accountants are as follows:

Qualification and Experience:

B.Com/M.Com/SAS and preferably retired officers who held the post of Chief Accountant/AGM/DGM or equivalent posts from PSU or Central/State Government Organization, DoT/Office of C&AG etc.

The incumbent should not be more than 65 years of age and is capable of handling the assigned job independently.

Salary: 20,000/-[Fixed] per month.

Scope of Work:

1. Introduce Double Entry System of Accounting for maintaining the Books of Accounts [i.e. Cash and Bank Vouchers, Cash & Bank Book, Journal Voucher and Register and Ledger].
2. The Books of Accounts to be prepared on fortnightly basis under Double Entry System.
3. The accounts for the financial year 2012-13 would be required to be maintained under the Double entry System preferably on daily basis.
4. To provide training and guidance to the staff of the Fund to maintain and prepare the accounts under Double Entry System w.e.f. the Financial Year 2011-12 including generation of trial Balance and preparation of Receipts and Payments Accounts, Income and Expenditure Account and Balance Sheet.
5. Preparation of Receipts & Payments Accounts, Income & Expenditure Accounts and Balance Sheet under Foreign Contribution Regulation Act, 2010.

6. Help staff in preparation of Bank Reconciliation statement.
7. To provide framework and Chart of accounts for the purpose of Computerization by the NIC under Double Entry System of Accounting and coordinate with NIC for the same along with the Fund Staff/Management. He/She has to ensure that under Double entry System of accounting books of accounts such as Cash & Bank Book, Journal Register, Ledger and Trial Balance are generated and annual account is compiled as required.
8. To coordinate with Fund staff and NIC for generation of Computerized Monthly account from the Double Entry Software.
9. To advise and assist the Fund Management on related accounting matters, if required.

Those engaged on contract for providing the above service will be paid a consolidated remuneration of Rs. 20000/- p.m. Terms and Conditions of the engagement are mentioned in Annexure-I.

Application, as per Annexure-II, may be submitted by 20.08.2012 to :

Under Secretary (Admn.),
Prime Minister's Office,
South Block,
New Delhi-110011.

Terms and conditions for engagement of Accountant

1. During the period of contract, the engaged person shall perform the duty as Accountant in Fund Section for a period of 12 months located at South Block, PMO, New Delhi.
2. During the validity of this contract of engagement, while on duty, engaged person shall (i) observe the punctuality & discipline (ii) attend office on all working days, and, if necessary, on holidays. If required, he/she will have to work even beyond normal office hours.
3. The engaged person will be entitled to draw a consolidated monthly remuneration of Rs. 20000/- (Rupees Twenty Thousand Only) during the validity of this contract. No other remuneration shall be payable to him/her on account of working on holidays and/or outside office hours.
4. This contract of engagement is terminable by this office at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
5. The engaged person also reserves his/her right of terminating this contract of engagement by giving this office one month's notice in writing or payment of consolidated remuneration of Rs. 20000/- (Rupees Twenty Thousand Only) for one month in lieu thereof.
6. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:-

$$\frac{\text{Number of working days on which office has been attended} \times 20000}{\text{Number of working days in the month}}$$

7. The engaged person will have no right to claim any additional benefit/compensation/absorption/regularization of services in this office during or after the period of engagement under any provision.

BIO-DATA

Name	
Father's/Husband's Name	
Date Of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Qualification(s)	
Details of experience to be attached separately	
Whether the applicant has the good working knowledge of computer	
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 also certify that all the facts mentioned above are correct.

Dated:

Signature of the applicant