



National Institute of Science Education and Research (NISER) Bhubaneswar

Advertisement for 'FINANCE OFFICER'

Advt. No.: Estt.-Rct./NA/03-2017

Opening date: 23 November, 2017

Closing date: 15 January, 2018

National Institute of Science Education and Research (NISER) Bhubaneswar, has been setup at Jatni in Khurda District of Odisha by the Department of Atomic Energy, Government of India as a unique institution of its kind pursuing undergraduate and post-graduate education in sciences combined with frontline research. The campus of NISER at Jatni is spread over a sprawling 300 acres of land on the outskirts of Bhubaneswar. It will be a fully residential campus with all modern living amenities including children's school, health centre, banking facilities etc.

NISER invites applications from the eligible citizens of India for the post of Finance Officer on transfer on deputation basis for a tenure of 3 years who will be heading the Finance and Accounts section of NISER Bhubaneswar with the responsibilities that includes the following among other duties:

- i) He/she shall be the in-charge of Finance and Accounts section of the Institute.
- ii) He/she will be in charge of the funds received by the Institute and payments to be made by the Institute.
- iii) He/she shall prepare, in consultation with the Director, NISER the annual budget of Institute for submission to the Board of Governors.

Details of the Post

| | | |
|-----------------------------------|---|---|
| Position | : | Finance Officer |
| Tenure | : | For 3 years extendable upto a maximum of 5 years |
| No. of Vacancies | : | 01 (Un-Reserved) |
| Pay (as per 7 th CPC): | : | Level 13-A (131100–216600) <i>i.e PB-4: ₹37400-67000 with Grade Pay ₹ 8,900/- as per VIth CPC</i> |
| Age | : | Not more than 55 years as on January 15, 2018 |

Essential Qualifications:

1. Master's Degree in Commerce/ Finance/ Accounts/ MBA (Fin)/ CA/ ICWA/ CS or in related areas with at least 55% of the marks or its equivalent grade in the UGC 7 point scale.
2. 15 years of administrative experience, of which 4 years shall be as Deputy Registrar (Finance and Accounts) or an equivalent post in Level-12 (78800-209200) (i.e PB-3 of ₹15600-39100 with GP of ₹7600/- as per VI CPC) or above grade .

Desirable Qualification:

Proven ability of administering the finance and accounts of large educational or research institution, with additional degree in ICWA/CA.

All experience and age would be considered as on **January 15, 2018**

It is requested that the applications from the eligible officers who can be relieved immediately on selection, may be forwarded by Registered/Speed post to the following address in the proforma given in page 3-4 of this document **on or before January 15, 2018** along with the following documents:

- (i) CR dossiers containing ACRs/APARs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Government of India.
- (ii) Vigilance/Disciplinary clearance.
- (iii) Integrity Certificate.
- (iv) A statement showing major/minor penalties, if any imposed during the last ten years. The statement is also required in case of 'NIL' information.

Applications received incomplete, otherwise than through proper channel without the above mentioned documents and after the due date will not be entertained. Further, the candidate who applies for the post will be allowed to withdraw his/her candidature subsequently.

Address of Correspondence:

**Recruitment Cell
National Institute of Science Education and Research
PO- Jatni, Dist- Khurda, Odisha, Pin-752050**



**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH,
BHUBANESWAR**

PROFORMA

1. Post applied for:
2. Name and address in Block letters
3. Date of Birth
4. Date of retirement under Central Govt. rules
5. Educational Qualification
6. Whether educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

| Qualification/ Experience Required | Qualification/Experience Possessed |
|------------------------------------|------------------------------------|
| | |

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

| Ministry/Department | Post held | From | To | Scale Of Pay & Basic Pay | Nature of Duties |
|---------------------|-----------|------|----|--------------------------|------------------|
| | | | | | |

9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent.
10. In case the present employment is held on Deputation basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of the parent Office/Organisation to which belong

11. Additional details about present employment. Please state whether working under

- (a) Central Government
- (b) Central Autonomous Organisation
- (c) Central Govt. undertaking/ University
- (d) Others

12. Total emoluments per month now drawn.

13. Whether belongs to SC/ST

14. Additional information, if any

Signature of the Candidate

Address: _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

- a) It is certified that no vigilance case is either pending or being contemplated against the Officer.
- b) It is certified that no major/ minor penalty has been imposed on the officer during the last 10 years.
- c) It is certified that the Integrity of the Officer is beyond doubt.

Signature with seal of the Competent Authority