

Institute of Economic Growth

University Enclave, University of Delhi (North Campus)

Delhi – 110 007

F.No. IEG/Admin/CO/Estab-I/208/

May 20, 2022

Vacancy Notice

Online applications are invited from the eligible Indian Nationals for appointment on one Un-Reserved (vacancy against lien) post of the Accounts Officer to be submitted by July 1, 2022.

Detail descriptions of the position

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| 1. | Name of the Post | Accounts Officer |
| 2. | No. of Positions | 1 (one) |
| 3. | Classification | Group A |
| 4. | Scale of Pay | Pay Matrix Level 10 in 7 th CPC (56100-177500). |
| 5. | Whether Selection Post or Non Selection Post | Selection |
| 6. | Age Limit | 45 years |
| 7. | Educational & Other Qualifications required for Direct Recruitment | Essential: <ol style="list-style-type: none">1. Master's degree in Finance (M.Com/ MBA/ MFC) with at least 55% marks or equivalent grade from a recognised University/ Institution or CA/ ICWA/ ICFA2. 5 years of working experience in managing accounts and finances of in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognised institution at Pay Level 73. Proven abilities in supervision of day-to-day activities of accounts such as receipts and payments, expenditures/ advance payments & passing bills/investments/ pay & allowances, scrutinising draft annual accounts, liaison with statutory auditors as well as CAG, EPF and internal auditors of the government & other funding agencies, and filing of returns such as Income Tax, GST, EPF and other statutory matters4. Abilities to assist the meetings of the organisation5. Working knowledge of Government Accounting, General Financial Rules6. Working knowledge of computers with MS Office and Tally software |
| 8. | Period of Probation | One year. Extendable to one more year |
| 9. | Method of Recruitment | Direct Recruitment |
| 10. | Selection Process | The selection will be based on the candidates performance in interview and service record |

General Instructions for Candidates

1. The forms have to be filled online only, as available on the website of Institute within the prescribed time limit indicated in the advertisement.
2. The upper age limit prescribed for direct recruitment maybe relaxed in case of deserving candidate.
3. The upper age limit for the posts advertised shall be determined as on last date of application.
4. Candidates should possess the prescribed qualification and experience as on the closing date of application. Candidates are required to produce specific certificates as per eligibility conditions.
5. Consequent upon adoption of self-certification provisions, as required by the Govt. of India, the Institute shall process the applications entirely on the basis of information/documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/ incorrect by way of omission or commission, the sole responsibility and liability shall be of the candidate.
6. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the Institute.
7. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for the interview.
8. Candidates serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
9. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected
10. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
11. The Institute reserves the right not to fill up the post advertised and recruit candidate on deputation/contract basis even for the posts that is advertised on permanent basis, or offer the post at a level lower than that advertised/applied, depending upon the qualifications, experience and performance of the candidate if the circumstances so warrant.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any of the stages even after the issue of appointment letter, the Institute reserves right to modify/withdraw/cancel any communication made to the candidate. After antecedent verification if any negative report is received from the police verification, the appointment will be cancelled immediately without any further notice.

13. Candidates called for interview shall not be paid any TA/DA.
14. Preference will be given to qualified and experienced candidates.
15. (a) No correspondence or personal enquiries shall be entertained by the Institute.
(b) All Correspondence from the Institute including interview call, if any, shall be sent to the e-mail ID and via letter also to the address provided by the candidate.
(c) Canvassing in any form will be treated as disqualification
16. Please take a print-out of the duly filled in online application and attach the copies of all relevant certificates/testimonials etc. and send the same through registered post/ courier/ by hand at the following address latest by July 1, 2022, super-scribing on the envelope with 'Application for Post of Accounts Officer'

The Director
Institute of Economic Growth,
University of Delhi Enclave,
North Campus,
Delhi – 110007.

17. **Candidate called for interview should report along with all the testimonials/certificates in original along with photo ID.**
18. Any corrigendum/addendum in this regard shall be posted on the Institute's website www.iegindia.org.

Director