

**National Institute of Cholera & Enteric Diseases (ICMR)
P-33, CIT Road, Scheme XM, Beliaghata
Kolkata -700010**

VACANCY NOTICE

Applications are invited upto **22.09.2016** for the post of Accounts Officer in Pay Band – 3 (Rs.15600-39100) plus Grade Pay of Rs.5400/- on deputation basis at the National Institute of Cholera and Enteric Diseases, Kolkata, Institute of Indian Council of Medical Research, an autonomous organization under Department of Health Research, M/o H & FW, Govt. of India.

Eligibility Criteria :

Essential

- i) Candidates should possess B.Com degree from a recognized University.
- ii) Candidates should be holding the analogous post on regular basis in organized Accounts Service/Central or State Govt. /Autonomous organization/PSU etc.

OR

Working for 3 years as Section Officer in PB-2; GP - Rs.4600/- 2 years experience handling budget, Audit & Accounts related work.

Desirable

- i) Two year experience of handling budget, audit & Accounts related work.
- ii) Three months training on Cash & Accounts conducted by ISTM/other Govt. Agency.

Age Limit

Not exceeding 35 years as on last date of receipt of application. Age relaxation in case of SC/ST/OBC/PWD and Govt. servant shall be allowed as per DOP&T guidelines issued from time to time in this regard.

Job Requirement

The duties of Accounts Officer include pre-checking of bills, preparation of budget, compilation of accounts (including preparation of balance sheet), audit, scrutiny of financial proposal relating to purchase of stores, equipments, capital expenditure, tendering of financial advice to the Head of the Institute etc.

How to Apply

Application form may be downloaded from website www.niced.org.in or can be obtained from the Director, National Institute of Cholera and Enteric Diseases, P-33, C.I.T. Road, Scheme – XM, Beliaghata, Kolkata – 700 010. Application form (hard copy) duly completed in all respects along with a crossed demand draft of **Rs.500/-** (Rupees Five Hundred only) drawn **in favour of the Director, NICED**, Kolkata payable at SBI Branch, Kolkata and self attested copies of certificates in support of date of birth, educational qualification, experience, caste verification etc. may be sent to the Director, National Institute of Cholera and Enteric Diseases, Kolkata – 700 010 through Regd. / Speed Post. Application sent by other mode i.e. Fax/E-mail will not be accepted. SC/ST/PH and Women candidates are exempted from payment of fee of Rs.500/-. **ICMR employees are not exempted from the payment.** Candidate working in Central/State Govt./Public Sector Undertakings/Govt. funded Organizations etc. should submit their applications **THROUGH PROPER CHANNEL.**

Method of Selection

Selection of candidate will be made on the basis of written test or interview or both depending upon the no. of candidates. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.

Pay & Allowance

Pay & other allowances are admissible as per ICMR pay structure / instructions. Benefit of new restructured defined contributory Pension Scheme is admissible for new entrants as per provision contained in the Ministry of Finance, Dept. of Economic affair (ECB & PR Divn.). Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004. The appointee will not be covered under existing GSIL Scheme till the new GSIL Scheme is re-launched by GSIL authorities.

Other Conditions

- The post is temporary, but likely to continue.
- The appointees are liable to be posted in any of the Centres/Units of the Indian Council of Medical Research situated anywhere in India, if required.
- Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their applications at the time of interview. If any information furnished is found to be wrong or false, the candidature shall be cancelled and TA will not be paid.
- No TA will be paid for attending the Written Test.
- NICED reserves the right not to fill up the post, if it so desires.
- Only Indian nationals need apply.
- No interim correspondence will be entertained.

Director-In-Charge

11. Work Experience (use separate sheet if required)

(Attach self-attested photocopies of the certificates in support of experience)

Sl. No.	Name of the Institute/Centre/Hqrs where employed	Period		Post Held	Pay Band + Grade Pay
		From	To		

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of my misstatement/discrepancy I the particulars being detected, after my appointment, my services are liable to be terminated without notice to me.

Place :

Signature of the candidate

Date :