



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR
(An Autonomous Institute under MHRD, Govt. of India.)

No. NITM.1/(5-Estt)/CE/NTS/2017(Pt.)/487

Date: 27.08.2019

RECRUITMENT NOTIFICATION

Applications are invited from Indian Nationals Retired from IITs, NITs, IIMs, other Centrally Funded Institutions and Central Government Offices for appointment as Accounts Officer (on contract) in Accounts and Audit section related matters. Candidates should apply on the enclosed application form with enclosures along with Certificates/documents/service records. Persons who fulfil the eligibility criteria and willing to offer their services as Accounts Officer (on contract) in the area of Accounts and Audit related services, may submit their duly filled in application with all enclosures along with a copy of PPO, on or before **16.09.2019 upto 04:00 PM** to the Registrar, NIT Manipur, Langol campus, Imphal West – 795004.

Sl.	Name of the Post	No. of Post	Essential Qualification/Experience
1	Accounts Officer (on contract)	01	Retired Government employees with (i) Bachelor's Degree in any discipline from a recognized University/ Institute. (ii) Grade pay of Rs. 6600/- and above. (iii) At least 12 years experience in the required domain field would also be eligible for this position.
Scope of Work/Job responsibilities:			
Accounts Officer (on Contract)		Performing of duties related to all financial matters viz. Accounting, Auditing, Banking, Fund Management, all Income Tax, Sales Tax and GST related compliances etc. He/she will report to Director/Registrar for the above assignments.	

General Instruction

- Eligibility Criteria**
 - Age Limit:** 62 years.
 - Computer Literacy:** Computer literacy/proficiency in computer operation is must.
 - Communication and Drafting skill:** Should have good communication and interpersonal skill with a strong flair for depth handling of work relating to job description, as mentioned above with good academic record and strong communication skill.
- Period/type of Engagement:** The candidates will be appointed on contract basis for an initial period of six months and may be further extended, subject to functional requirements as also subject to appraisal of the performance of the Account Officer (on contract)s and after approval of the Board of Governors of NIT Manipur. The engagement of the Account Officer (on contract) will be purely on contract basis and will not confer any right for regular appointment in the Institute. The post(s) are based in NIT Manipur
- Method of Selection:** The shortlisted candidates will be interviewed by a Selection Committee constituted for this purpose, whose decision will be final and no correspondence in this



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regard will be entertained. Intimation shall be sent only to the selected candidate. NIT Manipur may undertake police verification of the selected candidates, if required.

- 4) **Accommodation:** No accommodation or House Rent will be provided by the NIT Manipur.
- 5) **Remuneration:** Fee plus pension drawn shall not exceed the last pay drawn.
- 6) **Drawal of pension:** A retired Government official, if appointed as Account Officer (on contract), shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Account Officer (on contract). His/her engagement as Accounts Officer (on contract) shall not be considered as a case of re-employment.
- 7) **Allowances:** The Account Officer (on contract)s shall not be entitled to any allowances such as Transport Allowance, Dearness Allowance, Residential Telephone, Residential Accommodation, Medical reimbursement etc.
- 8) **Leave:** As per institute rules
- 9) **TA/DA:** TA/DA shall be admissible for joining the assignment or on its completion. The Account Officer (on contract) shall also be allowed TA/DA as per their entitlement for travel within the country in connection with the official work after approval of the Competent Authority.
- 10) **Evaluation of Performance of the Account Officer (on contract)s:** There will be a continuous monitoring of the performance of the Account Officer (on contract)s to ascertain that the output is in line with the given objectives.
- 11) **Restriction:** The appointment of Account Officer (on contract)s would be on full time basis and they would not be permitted to take up any other assignment during the period.
- 12) **Working Hours:** The Account Officer (on contract) will adhere to office timings i.e. 09:00 AM to 05:00 PM. They will also mark their attendance. They may be required to work on Saturday, Sunday and Gazetted holidays also, if need be, for which no additional remuneration will be paid.
- 13) **Confidentiality of Data and Documents:** The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for NIT Manipur shall remain with NIT Manipur. No one shall utilize or publish or disclose of part with details of office, operational process, technical knowhow, security arrangements and administrative/organizational matters which is of confidential/secret nature, to a third party. The Account Officer (on contract) shall be bound to hand over the entire set of records of assignments to NIT Manipur before the expiry of the contract and before final payment is released by the NIT Manipur. Account Officer (on contract) would be required to sign non-disclosure undertaking as per Annexure-I.
- 14) **Conflict of Interest:** The Account Officer (on contract) appointed by NIT Manipur, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the NIT Manipur.
- 15) NIT Manipur reserves the rights, as follows:
 - (i) To decide to cancel the advertisement, and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation, whatsoever.
 - (ii) Termination of Agreement: NIT Manipur may terminate a contract to which these Terms apply if:
 - a) The Account Officer (on contract) is unable to address the assigned works.



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- b) Quality of the assigned works is not to the satisfaction of the NIT Manipur.
- c) The Account Officer (on contract) fails in timely achievement of the milestones as finally decided by the NIT Manipur.
- d) The Account Officer (on contract) is found lacking in honesty and integrity.
- e) The NIT Manipur reserves the right to terminate the contract by giving 15 days' notice to the Account Officer (on contract).
- 16) **Tax Deduction at Source:** There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Government for professionals from time to time.
- 17) NIT Manipur shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the personnel.
- 18) The Account Officer (on contract) shall not claim any benefit/ compensation/ absorption/ regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- 19) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Government may deem fit.
- 20) The Account Officer (on contract) would provide secretarial services, office support in order to ensure a high level of efficiency and effectiveness of office administration.

Registrar, NIT Manipur



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Annexure – I

(**Instructions:** This Non-Disclosure Undertaking should be signed by persons who are engaged on contract basis with or by NIT Manipur)

NON-DISCLOSURE UNDERTAKING

To
The Director
NIT Manipur
Langol Campus, Imphal West – 795004

Sir,

I hereby undertake

- a) treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/occupation/consultancy or any other activity during my engagement with NIT Manipur which would otherwise conflict with my obligations towards NIT Manipur.
- e) to abide by data security policy and related guidelines issued by NIT Manipur.

In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NIT Manipur any records/material, equipment, documents or data which is of confidential nature.

I shall keep NIT Manipur informed of any change in my address or contact details during the period of my engagement.

I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

Yours faithfully,

Signature

Name: _____

Address: _____

Mobile: _____

Date: _____