



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.)/843

Date: 24.10.2019

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 **20.11.2019 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) at least Grade pay of Rs. 4600/- and above. (iii) At least 8 years experience in the required domain field
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.	

General Terms & Conditions

- 1) **Eligibility Criteria**
 - (i) **Age Limit:** 62 years.
 - (ii) **Computer Literacy:** Computer literacy/proficiency in computer operation including tally is a must.
 - (iii) **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 strong communication skill.
- 2) **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 Accounts Officer (on contract) and after approval of the competent authority of NIT Manipur. The engagement of the Accounts Officer (on contract) will be purely on contract basis and will not confer any right for regular appointment in the Institute.



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- 3) **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 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:** Negotiable. Salary plus pension drawn shall not exceed the last pay drawn.
- 6) **Drawal of pension:** A retired Government official, if appointed as Accounts Officer (on contract), shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Accounts Officer (on contract). His/her engagement as Accounts Officer (on contract) shall not be considered as a case of re-employment.
- 7) **Allowances:** The Accounts Officer (on contract) 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:** The Accounts Officer (on contract) shall 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) NIT Manipur reserves the rights, as follows:
 - (i) 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 Accounts Officer (on contract) is unable to address the assigned works.
 - b) Quality of the assigned works is not to the satisfaction of the NIT Manipur.
 - c) The Accounts Officer (on contract) is found lacking in honesty and integrity.
- 11) The NIT Manipur reserves the right to terminate the contract by giving 15 days' notice to the Accounts Officer (on contract).
- 12) The Accounts 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.
- 13) 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.
- 14) The selected candidate has to sign a non-disclosure undertaking as per format given in the Annexure.
- 15) The Institute reserves the right to screen and call only those candidates who are found Prima-facie suitable for being considered by the Selection Committee. Thus, just mere fulfilling the prescribed conditions would not entitle the candidates to be called for interview.



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Checklist for Submission of Application form:

- 1) The application duly filled in all respects along with self-attested copies of certificates proving educational qualification and experience certificates may be submitted and should reach the Registrar, NIT Manipur, Langol Campus, Imphal West - 795004, Manipur on or before the last date by Hand post/ Speed Post/ Registered Post mentioning on the cover "Application for the post of Accounts Officer (on contract). Application through e-mail will not be accepted.
- 2) Copies of the following certificates must be enclosed:
 - a. Degree certificates along with Marks Sheets of all years in support of Educational Qualifications.
 - b. Experience Certificate(s).
 - c) Last pay certificate
 - d) Retirement order

Sd/-
Registrar, NIT Manipur



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APPLICATION FORM

01.	Name:					Recent passport size photograph
02.	Father's/Husband Name					
03.	Date of Birth:	Age as on 20.11.2019:	Gender:			
04.	Category:		Whether physically handicapped:			
05.	Email id:		Mobile:			
06.	Correspondence Address:					
07.	Permanent Address:					
08.	Educational Qualifications (<i>enclose copy of all documents</i>)					
	Qualification	Stream	University/Institute	Percentage	Year of Passing	
	X					
	XII					
	UG					
	PG					
Other						
09.	Work Experience (<i>enclose copy of all documents</i>)					
	Organization/Office/Institute	Designation	Scale of pay/ Pay Band	Period of Service		Nature of Job
				From	To	
10.	Date of retirement and the post from which retired (enclose copy of retirement order):		Date:		Post:	
11.	Name of the office from which retired					
12.	Last pay drawn Emoluments		Pay Matrix Level/GP: DA:HRA:		Basic Pay: TPT:	
13.	Pension Payment Order (PPO) (<i>please enclose the copy</i>)					
14.	Any other information which the applicant may like to furnish:					

15. I hereby certified that I have read the information and instructions given in Advertisement on the website i.e. www.nitmanipur.ac.in and the above information given by me are correct and complete. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: _____

Signature of applicant

Place: _____



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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: _____