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Dte. of ^{Tech.} & Tech. Education
Diary No. 3862
01 JUN 2012
T.V.

No. F. 1/14/2007-AC/DSE-I/864-866

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT

'A' Wing, 4TH Level, Delhi Secretariat
I.P Estate, New Delhi 110002.
Phone & Fax: 3392134
Dated: 28.05.2012

To
All Head of Departments,
GNCT of Delhi,
Delhi/New Delhi.

Sub:- Filling up some post of Finance & Accounts Officers in the pay band of PB:2 Rs. 15600-39100 + Grade Pay Rs. 6600/- in NBRC on deputation.

Sir,

Some post of Finance & Accounts Officer in the pay band of PB:2 Rs.15600-39100 + Grade Pay Rs.6600/- in National Brain Research Centre (NBRC) are to be filled by transfer on deputation basis initially for a period of one year on usual terms & conditions. The institution has advertised the post in the Employment News on 12-05-2012. The eligibility conditions for the said post are as under:

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- i) Qualification/Experience: Graduate with SAS/CA/ICWA and minimum 5-7 years experience as Pay and Accounts Officer/Accounts Officer/Head of Finance and Accounts Division in the grade of 8000-13500/7450-11500 (pre-revised) respectively or equivalent.
- ii) Desirable Qualification: Knowledge of Govt. rules and regulations and computer applications.
- iii) Job Profile: Managerial responsibilities to prepare and finalize the annual accounts on accrual basis with exposure to Central Govt. Rules and Regulations, Systems and procedures. Knowledge of Computerized Database Management & Financial Accounting and to handle all facets accounting such as salary, PF, works accounting, third party claims and cash flow management etc. Budgeting and monitoring the budgetary control system, managing TDS, Service Tax & other taxation matters. Designing and implementing on MIS for Finance & Accounts. Computerized environment with initiative/enterprising for various automated solution.
- iv) Candidates with experience in Central Autonomous Bodies would be preferred.
- v) Age Limit: 45 years as on last date of the application.
- vi) Retired persons can also apply. In such cases, the eligibility and salary will be fixed as per the rules of GOI.

You are, therefore, requested to forward the applications of willing and eligible officers by 10.06.2012 positively alongwith complete Bio-data, Work & Conduct Report, Integrity Certificate & Vigilance clearance and CR dossiers for the last five years.

Yours faithfully,

1492/DDCA
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(G.S. PANDEY)
DY. SECRETARY (E-I)
Dated: 28.05.2012

No. F. 1/14/2007-AC/DSE-I/864-866
Copy to:-

- 1. Director, National Brain Research Centre (NBRC), Near NSG Campus, Nainwal Mode, Manesar, Gurgaon, Haryana-122050., with reference to her letter dated 03.05.2012.
- 2. Website of FD.

CDN
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(G.S. PANDEY)
DY. SECRETARY (E-I)