INDO FRENCH CENTRE FOR THE PROMOTION OF ADVANCED RESEARCH

(IFCPAR/CEFIPRA)

Indo-French Centre for the Promotion of Advanced Research (IFCPAR/CEFIPRA) is the bilateral Centre of cooperation between India & France established in 1987 and is based in New Delhi. The Centre is jointly funded by the Indian and the French Governments and its main mandate is to promote collaborative research between the two countries in cutting edge Science, Technology & Innovation.

IFCPAR/CEFIPRA invites applications for one post of **Accounts Officer** in the Pay Band - 3 of Rs.15600-39100 with Grade Pay of Rs. 5400 in the pay scale of Government of India. The selected candidate will be appointed on contract initially for a period of one year, which may be further extended depending on annual performance.

Essential Qualifications & Experience:

1. Post Graduate Degree in commerce or any other professional qualification in accounts/ finance from a recognized university/institutions.
2. Familiarity with computers, especially office applications viz. MS Office, Tally ERP, Genius Software
3. A minimum of 6-7 years of experience in financial capacity of Government of India department(s)/Government Autonomous Bodies

Desirable Qualifications & Experience:

1. A thorough understanding of Government of India rules and regulations and administration & financial policies
2. A good knowledge of current account practices of the Government of India departments
3. Experience in dealing with international organizations/Governmental and International cooperation/ affairs will be preferred

Job Description & Experience:

1. Assist the Manager (Admin. & Accounts) to ensure seamless workflow within the system/frame work for the successful implementation of the various programmes of the Centre through establishment and follow up of good and transparent processes
2. Key duties also involve (but are not restricted to):
    a. to provide necessary support for administering financial & budgetary aspects of all the activities of the Centre, and to prepare annual budgets of the Centre.
    b. Processing & Preparation of bills and submission of utilisation certificate & Statement of Expenditures
    c. Finalization of financial statements
    d. Preparing and filing of TDS returns
    e. Liaisoning with Income Tax Authorities, Bank Officials
    f. Co-ordinating & Interacting with Auditors, Consultants, etc.
    g. Any other task assigned by Director, IFCPAR

Upper Age Limit: 45 years as on 28.02.2017.

Age criteria may be relaxed appropriately for candidates with higher work experience (relevant) than essential experience required for the post

How to apply:

Eligible candidates may apply for the above post with detailed resume and recent passport size photograph. All applications for the above mentioned post with relevant supporting documents with a covering letter are required to be sent to the following address:

The Manager (Admn & Accounts)
Indo French Centre for the Promotion of Advanced Research
(IFCPAR/CEFIPRA)
5B, Ground Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003, India

The applications along with the resume and all supporting documents or qualifications, experience & last pay etc. should also be sent by e-mail to: recruitments@cefipra.org

The candidates may also visit CEFIPRA Website: www.cefipra.org

Candidates working in Govt./Autonomous Body may send the application through proper channel along with last pay certificate. However, an advance copy of the same should be sent to meet the deadline of last date of submission of application.

Application to any other e mail ID and not received through proper channel after one week of last date will not be considered. Since it is not possible to call all the eligible candidates for interview/personal discussion, only the shortlisted candidates will be called for interview. The decision of the Centre will be final in this regard.

Any canvasing by or on behalf of the candidates or to bring any outside influence with regard to selection/recruitment shall be treated as disqualification.

The last date of receipt of completed application is 28thst February 2017.