



राष्ट्रीय प्रौद्योगिकी संस्थान, अरुणाचलप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH
(Institute of National Importance under Ministry of Education, Govt. of India)
Jote, Papumpare ARUNACHAL PRADESH -791113, INDIA

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NIT/AP/Estt-171/NT/TE/2024/01/5555

Date: 11/12/2024

Expression of Interest for Engagement of one Officer on Special Duty (OSD) in Finance and Accounts of National Institute of Technology Arunachal Pradesh

Applications are invited from eligible candidates for engagement of Officer on Special Duty (OSD) of Finance and Accounts in National Institute of Technology, Jote Arunachal Pradesh, as per the given details below:

1.	Name of the Post	1 Officer on Special Duty (OSD) (Finance and Accounts)
2.	Number of Vacancies	01
3.	Period of Contact	Initially for a period of 11 months and may be extended based on satisfactory performance on the work or requirement by the Institute.
4.	Job Location	NIT Arunachal Pradesh, Jote
5.	Qualification	Applicant for the above position must have Bachelor Degree in Commerce background from recognised University with minimum 5 years of working experience, out of which atleast 3 years in Finance and Accounts preparation and finalization of Annual Accounts of IITs/ IIITs/ NITs/ Central Universities/ Central Government funded Educational Institutions. Preferable: Professional qualification of CA CMA/ from the Institute of Chartered Accountants of India or the Institute of Cost and Management Accounts of India. Retired persons having required skill sets up to the age of 62 years can also apply.
6.	Scope of Work	• Proper maintenance of accounts, disbursement, investment, attending statutory audit, CAG Audit & Co-ordination with Auditors.

	<ul style="list-style-type: none"> • Prepare Budget Estimate and Revised Estimate. Correspondence with the Income Tax Department regarding Exemption/ Returns. • Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute. • Regulation of the individual claims as per Central Government rules and orders (FR/SR etc.). • Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders. • Reconciliation of Academic Fee, caution money, income from training programs maintaining payroll, issue of form-16, TDS calculation for salary and honorarium to faculty and staff. • Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India. • Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament. • Maintenance of NPS accounts of the employees. • GST/ Service Tax related matter • Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. • Managing short-term and long-term investments of the Institute. • Preparation of half-yearly accounts of the Institute. • Ensuring timely conduct of internal audit and responding to audit queries. • Any other duty assigned by the Competent Authority.
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I. Other terms and conditions:

1. All incoming EOI will be examined thoroughly. Eligible applicants would be required to discuss of their credentials and the proposals before a Committee of Executives constituted for this purpose. The exact date, time and venue for the discussions will be communicated to the eligible applicant separately.

2. The applicant so selected has to join with immediate effect.
3. The applicant should not be involved in major litigation that may have and infact affecting the services of the organization.
4. The decision regarding adequacy of work experience/capacity, qualification etc. will be solely at the discretion of Competent Authority of NIT Arunachal Pradesh.
5. No Accomodation and Transport will be provided by the Organisation.

III. Remuneration:

The selected applicant will be paid a consolidated remuneration of *Rs.40000 per month*.

IV. Submission of EOI:

The interested individuals should submit the following details (in prescribed format i.e. Annexure – I along with the supporting documents) together with the Expression of Interest:

- Full name, communication and other details for correspondence along with the date of birth, qualification and experience.
- The address for correspondence along with email and mobile number, if any.
- The Expression of interest should be sealed by the applicant duly subscribed. In case of any ambiguity is observed, the clarification given by the NIT Arunachal Pradesh would be final and binding.
- The Expression of Interest completed in all respects (in prescribed format) in a separate sealed cover superscribing “EOI ” should be sent at the following address so as to reach **on or before 26.12.2024 by 5.00 P.M.**

To

The Registrar

NIT Arunachal Pradesh

Jote, Papumpare

Arunachal Pradesh - 791113

- NIT Arunachal Pradesh reserves the right to accept or reject any of the EOI without assigning any reasons thereof.
- The contract for engagement as per the above terms & conditions shall be covered and construed in accordance with the laws of India.
- If any difficulty arises in giving effect to any of the provisions of contract or the interpretation of the contract, The Director, NIT Arunachal Pradesh shall decide the matter, which will be final and binding.


11/12/XXII
Registrar

NIT Arunachal Pradesh

कुलसचिव/Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान, अरुणाचल प्रदेश
National Institute of Technology
Arunachal Pradesh, Jote