

ADVERTISEMENT FOR ENGAGEMENT OF ADVISOR (F&A) ON CONTRACT BASIS

Indian Institute of Technology Goa, an Institute of National Importance established by an Act of Parliament in the year 2016 has been steadily establishing its operations in its transit campus to provide education and research in various branches of Engineering, Sciences & Technology. To cater to the needs of the Institute, IIT Goa invites applications from eligible Indian Nationals for the following engagement on contract basis:

Name of the Post	Advisor (F&A) (on Contract basis)
No. of Posts	1 (one)
Age Limit	Not more than 63 years as on the date of closing of the application.
Remuneration	The remuneration payable as per the Ministry of Finance's OM No. 3-25/2020-E.IIIA dated 9.12.2020 and OM No. 03-25/2020-E.III(A)/Pt, dated 18-10-2023.
Eligibility	<p>Essential Qualification: Bachelor's Degree from a recognized university.</p> <p>Experience: Employees retired at least on a post with a Pay Level-10 (7th CPC) or equivalent from Central Government/ Central Autonomous Bodies/ PSU who have excellent service records and physically fit, out of which at least 5 years' experience in a supervisory position and should have handled Finance/ Audit/ Accounts matters in Central government/ Central Autonomous Bodies/ PSU.</p> <p>Desirable: Adequate knowledge of Central Govt. Rules & Regulations relating to Accounts, GFR, Audit, Budgeting, Finance, etc. and should have good noting and drafting skills and be able to work on computers. Knowledge of working in Tally software/PFMS/ERP and payroll systems.</p>
Duration of Engagement	The engagement shall be initially for a period of one year, which may be renewed subject to the satisfaction of the Competent Authority on annual basis up to attaining the age of 65 years.
Terms and Conditions of the Engagement	As per DoE norms OM No. 3-25/2020- E.IIIA dated 9.12.2020.
Job Responsibility	In the area of Finance, Accounts, Audit and as assigned by the Competent Authority

General Information:

1. The engagement will be purely on contract basis and not confer any right for regular appointment/ re-employment in IIT Goa.
2. The selected candidate is expected to join immediately.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement.



Indian Institute of Technology Goa

Goa College of Engineering Campus, Farmagudi, Ponda – 403401, Goa

4. Application has to be made in the **prescribed proforma (as per Annexure-I)** which can also be downloaded from the Institute's website: <https://iitgoa.ac.in/non-teaching-position-on-contract/> . Application along with self-attested copies of all following documents may be **sent by post or hand it over** with super-scribing the envelope “**Application for the post of Advisor (F&A) on Contract at IIT Goa**” at this address “**The Registrar, Indian Institute of Technology Goa, Goa College of Engineering Campus, Farmagudi, Ponda-403401, Goa**” and the same should reach on or before **16-10-2024**:

- Educational qualifications Certificates. The candidate should ensure that they have requisite qualification from a Board /University/ Institute recognized by UGC/AICTE.
- Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC certificate where date of birth is mentioned)
- Certificates of experience in the relevant field, which makes the candidate eligible for applying for the said post.
- Proof for pay drawn at the time of retirement or Copy of PPO.
- Identification proof i.e. Aadhaar Card or PAN Card.

Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

5. Applications received will be scrutinized and shortlisted candidates will be called for a Personal Interview. The Final Selection shall be made based on performance in the Interview. Decision of the Institute in all matters relating to the eligibility of the candidate, and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
6. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of offer of engagement, the Institute reserves the right to modify/ cancel the engagement and withdraw any communication made to the candidates.
7. The Institute reserves the right to cancel the process at any stage without assigning any reason.
8. All information/corrigendum related to this advertisement/updates shall be posted only on Institute's website. All the correspondence will be posted on Institute's website or communicated through email only. All the candidates are advised to provide correct email address and regularly check their emails including spam and Institute's website for any updates.
9. No TA/DA shall be paid for attending the selection process.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Goa only.
12. For any query related to submission of application candidates may send email to staffrecruitment@iitgoa.ac.in.

Sd/
Registrar

INDIAN INSTITUTE OF TECHNOLOGY GOA
APPLICATION FORM FOR ENGAGEMENT OF ADVISOR (F&A) ON CONTRACT

Advertisement: IITGoa/RECT/NT-CON/2024-03 date 25-09-2024

Instructions to fill the application:

- Please read the advertisement before filling this application.
- This application can be handwritten / typed.
- All blanks are mandatory to fill, if not applicable mark it as “NA”.
- Tick the applicable check boxes.
- Enclose self-attested copy of required documents.

Affix a recent
Passport Size
Photo and sign
across it

1. Personal Details

Sl. No.	Particulars	Details	
a.	Name of the Candidate (in block letters)		
b.	Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female / <input type="checkbox"/> Other	
c.	Date of Birth and Age (as on date) (DD/MM/YYYY)	DOB: _____ Age: _____	
d.	Category	<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> UR	
e.	Person with Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	
f.	Nationality		
g.	Email ID (in block letters)		
h.	Mobile Number	1.	2.
i.	Permanent Address (i.e. House no., Street/ Village, Mandal/ Thana, Town, District, State, Pin)		
j.	Present Address (i.e. House no., Street/ Village, Mandal/ Thana, Town, District, State, Pin)		

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2. Education Qualification Details in Chronological Order:

Sl. No.	Qualification	Board/ University	Year of Passing	Percentage/ CGPA
i.	SSC or Equivalent			
ii.	12 th or Equivalent			
iii.	Degree			
iv.				
v.				

3. Other Professional Qualifications, if any, relevant to the post:

Sl. No.	Qualification	Institute/ Board/ University	Year of Passing	Percentage/ CGPA
a.				
b.				
c.				

4. Proficiency in Computers/ Experience in MS Office, Finance, Accounts, Audit, Tally Software/ Working Knowledge of PFMS, GFR, etc.

5. Employment Details:

Office/ Organisation	Whether Central Govt./ CAB/PSU	Post held with Pay Level	Period of Service (Date)		Nature of Appointment (Regular/ Adhoc/ Deputation, etc.)	Nature of Duties with brief details of works performed during the appointment
			From	To		

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6.	Additional details about your previous employment	
8.	Pay drawn at the time of retirement. Please attach a proof of PPO/ Last pay Certificate/ Retirement order showing the last pay drawn in case of NPS (Self attested copy)	
9.	Additional information, if any, which you would like to mention in support of your suitability for the post (Please provide a document)	
10.	Details of disciplinary proceedings against you in last 10 years of your service, if any	
11.	Remarks, if any	

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Institute. I have read this notification and ready to accept all the terms and conditions for engaging on contract basis.

Place:

Date:

Signature of the Candidate