



INDIAN STATISTICAL INSTITUTE

203, B.T. Road, Kolkata-700108

(An Autonomous Institute under MoS&PI, Government of India)

Advertisement No. REC-08/2024-2, KOL

Date: 31.08.2024

The Indian Statistical Institute (ISI), an Institute of National Importance, under the Ministry of Statistics & Programme Implementation, Government of India invites applications from employees retired from Central Government/ Central Autonomous Bodies/ CPSUs with 5 years of experience in Pay Level 11 or 12 or equivalent pay scale for engagement as **CONSULTANT (FINANCE & INTERNAL AUDIT)** at its Headquarters at Kolkata on contract basis, initially for the period of ONE year. The contract may be extended for another two years, on year to year basis, subject to satisfactory performance & medical fitness of the candidate and requirement of the Institute, or till attainment of the age of 65 years, whichever is earlier.

Indian citizens meeting the following eligibility criteria are requested to apply for the said post by filling up the prescribed application form which is attached herewith. The duly filled in application form along with the relevant self-attested documents **in support of age (DOB), educational & professional qualifications, experience, identity proof, etc.** is to be sent to the email id: hrdunit@isical.ac.in on or before **30.09.2024**. The candidates are advised to submit all the requisite relevant documents in a single pdf file along with the application form. **The officers who are due for retirement in August & September 2024 and otherwise eligible for the position, may also submit their applications.**

1. ESSENTIAL QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in any discipline or equivalent qualification and minimum 15 years of experience in a responsible position in finance and accounts in Central Government/ Central Autonomous Bodies/ CPSUs, out of which at least 5 years should be in Pay Level 11 or 12 or equivalent pay scale in Government, Statutory and/ or Internal Audits.
- Thorough knowledge of accounting principles and Government rules and regulations is essential. Familiarity with the use of computers in accounts will be considered as an added advantage.

N.B.: Officers retired from the Indian Audit & Accounts Service (IAAS), Indian Civil Accounts Service (ICAS), Indian Railway Accounts Service (IRAS), Indian Economic Service (IES), Subordinate Audit/Account Services (SAS) or any other similar organized accounts service and retired Senior Audit/ Accounts officers of Central Government will be given preference.

2. MAXIMUM AGE LIMIT: 62 years as on 01/08/2024.

3. JOB DESCRIPTION: He shall be responsible for test checking the work of Units at headquarters and outlying centres /branch, etc. in phases with a view to examining how far the rules and regulations as amended from time to time are followed and important office orders issued from time to time containing specific directives are implemented; to scrutinise the accounting work done in various units with a view to detect defects, if any and to suggest measures to be taken to avoid such defects; to get the deficiencies noticed during test check, rectified on the spot by providing suitable guidance to the officers, wherever possible; to conduct special audit checks on such items as may be directed by Director/Chief Executive (Administration & Finance); to test check items of expenditure, receipts, advances, suspense with basic records and records relating to final accounts. He shall monitor the progress of expenditure of different units/divisions/centres under different heads of Accounts and indicate the availability of funds in all proposals for expenditure prior to approval by the competent authority. He shall also be responsible for physical verification of stores at the headquarters, outlying offices, branch and centres of the Institute. He shall work in coordination with the Senior Accounts Officers/Accounts Officers and report to the Chief Executive (Administration & Finance). He shall be responsible to deal with any audit objection and submission of replies in respect of Government audit, if necessary. He shall also carry out any other work assigned to him by higher authority.

4. CUT-OFF DATE: The cut-off date for determining eligibility criteria in respect of age, educational qualifications and experience shall be 01/08/2024.

5. TERMS AND CONDITIONS OF ENGAGEMENT:

- a) Working hours: The Consultant shall be required to observe the normal office timing of the Institute and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- b) Remuneration and allowances will be payable as under:
 - The Consultant shall be paid a fixed monthly remuneration calculated by deducting the basic pension from the last pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged during the term of the contract.
 - An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
 - No annual increment/ percentage increase shall be allowed during the contract.
 - The Consultant will not be entitled to any other allowance such as Dearness Allowance, HRA, Medical reimbursement, etc.
- c) Paid leave of absence may be allowed at the rate of 1.5 days for each completed calendar month of service. Accumulation of leave beyond a year may not be allowed.
- d) If the engaged Consultant remains absent beyond paid leave in a month, his/her remuneration including Transport Allowance shall be deducted on pro-rata basis.
- e) Statutory deductions levied by the Government shall be made as per rules.
- f) The engagement will be purely on contract basis and is subject to termination at any time without notice.
- g) Drawal of Pension: The retired Government official engaged as Consultant shall continue to draw Pension and Dearness Relief on Pension during the period of his engagement. His/ her engagement as Consultant shall not be treated as a case of re-employment.
- h) No TA/DA shall be admissible for joining the assignment or on its completion. However, the Consultant shall be allowed TA/DA for travel inside the country in connection with official work, if any, as per his/her entitlement at the time of retirement.
- i) Termination Notice: ISI, Kolkata may terminate the contract at any time without giving any notice, if:
 - The Consultant is unable to address the assigned work.
 - Quality of the assigned work is not to the satisfaction of the controlling officer/ competent authority in ISI, Kolkata.
 - The Consultant is found lacking in honesty and integrity.
 - The competent authority in ISI, Kolkata may also terminate the contract at any time without assigning any reason.
- j) Conflict of Interest: The Consultant shall, in no case, represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute, nor will he indulge in any activity outside the terms of the contract.
- k) Non-disclosure of Official Secrets: During the period of assignment with ISI, Kolkata, it is likely that the Consultant may come across certain information of important or secret nature. The Consultant would, therefore, be subjected to the provisions of the Indian Official Secrets Act, 1923, not only during the period of engagement, but also thereafter. The selected Consultant will be required to submit duly notarized undertaking to this effect on a non-judicial stamp paper of value of Rs. 10/-.
- l) The Consultant shall not, except with previous express sanction of the Institute or in the bonafide discharge of his duties, publish a book or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, if such book, article, broadcast or letter relates to any subject matter assigned to him by the Institute.
- m) Place of posting: The place of posting of the Consultant will be at ISI Headquarters at Kolkata. For official purpose, he/she may have to travel outstation including the outlying branch/centres.
- n) The Consultant will work under the supervision and control of the Chief Executive (Administration & Finance), ISI, Kolkata.
- o) Issues not covered above, if any, shall be guided by the Government of India rules on the subject from time to time.
- p) Any dispute arising out of this engagement will have legal jurisdiction under the courts of Kolkata only.

N.B.: For any query, please write to hrdunit@isical.ac.in

APPLICATION FORMAT FOR CONSULTANT (FINANCE & INTERNAL AUDIT)

The Chief Executive (A&F)
Indian Statistical Institute
203, B.T. Road
Kolkata - 700108

Please affix
recent passport
size photo

1. Name in full (in block letters)
(Mr./Mrs./Ms.) : _____
2. Date of Birth (dd/mm/yyyy) : _____
3. Age as on 01/08/2024 : _____
4. Address for Communication : _____

5. E-mail ID : _____
6. Contact Number : _____
7. Qualifications : _____

Sl. No.	Examinations Passed	Board/ Council/ University	Year of Passing	Division/ Grade	Subjects Studied
1					
2					
3					
4					
5					

8. Previous employment details (in chronological order) (Use separate sheet if needed.)

Sl. No.	Name & Address of Employer	Designation	Period of Employment		Pay Details	Nature of Duties/ Job responsibilities
			Date of Joining	Date of Leaving		
1						
2						
3						
4						
5						

9. Experience in conducting Government/ Statutory/ Internal Audits (Use separate sheet if needed)

Sl. No.	Name of the Employer	Audits Conducted	Government/ Statutory/ Internal Audits	Period of Audits
1				
2				
3				
4				
5				

10. Whether any penalty (major/minor) was imposed on you during the service:

11. Knowledge of Computer: _____

12. Any other relevant information: _____

Declaration:

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature of appointment is liable to be cancelled/terminated.

(FULL SIGNATURE OF THE APPLICANT)

Date:

Place: