

V.V. Giri National Labour Institute
Sector-24, Noida
(An Autonomous Body established by Ministry of Labour & Employment,
Government of India)

V.V. Giri National Labour Institute is a premier and the only national level institute exclusively devoted to the study and training in labour and labour-related issues. Registered as an autonomous institute of the Ministry of Labour and Employment, Government of India in 1972, the National Labour Institute started functioning in 1974, and it was renamed as V.V. Giri National Labour Institute in honour of the late Shri V.V. Giri, former President of India, an indefatigable trade unionist and the doyen of labour studies in the country.

The Institute has a succinctly stated vision to be “A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relations”. In line with this, the Institute’s mandate focuses on six major activities: (i) research, (ii) training and education, (iii) publications, (iv) library and information systems, (v) consultancy, and (vi) networking and collaborations.

Recruitment for the Post of Accounts Officer (Reserved for OBC)

Applications are invited for one post of Accounts Officer (Reserved for OBC) to be filled up in the pay scale of Pay band- III (Rs. 15600-39100)+Grade Pay Rs. 5400/- plus allowances.

Last date of Application :	One month from the date it will publish in Employment News (This is an extension of advertisement in Employment News dated 07-13 January 2017)
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Brief Job Descriptions:

- Supervision of the Accounts Section.
- Decision making in awarding the contract and its finalization.
- Examining of Budget for the various training Programmes and Research Projects undertaken by the institute.
- Monitoring and comparison of actual with sanction budget for expenditure under plan & non-plan activities.
- Presentation of Schedules for finalization of Accounts and preparation of Balance Sheet.
- Fund Management of New Pension Scheme and Development Fund of the Institute.
- Co-ordination with internal, Income Tax and Govt. Auditors and performing the replies for Audit Paras.
- Compilation of M.I.S. Reports for top level management.
- Evaluation of various projects undertaken and their cost benefit analysis.
- Preparation of work plan for the projects from other Ministries, ILO and other international Organizations.

- Liaison with various Authorities.
- Coordinating the committee in the matter related with purchase, Finance, Medical, Development Fund, Pension etc.
- Preparation of component-wise annual budget, five year plan budget, performance budget, Mid-term evaluation, RE/BE etc.
- Monitoring of Expenses on each budget head and report to the top management wherever differences arise.
- Physical verification of library, assets and store items.
- Monthly expenditure statement, Memorandum of Understanding (MoU), Standing Committee on Labour information and annual Utilization Certificate to the Ministry.
- Financial monitoring and Utilization Certificate to various funding agencies.

Essential Qualification:

- (a) Graduate in Commerce with 60% marks **OR** pass in JAO/SAS exam,
And
- (b) At least 6 years' experience in Budget /Accounts/Finance/PSU/ Autonomous body/Statutory body/Commercial Organisation of repute.

Desirable:

- (a) Knowledge of computerized handling of Accounts
- (b) Knowledge of Conduct of Audit
- (c) Knowledge of Govt. Rules on finance & Accounts/Claims, Settlement/General Financial Rules/Delegation of Financial Power Rules
- (d) Experience in preparation of Balance Sheets.
- (e) Experience in investment of funds.
- (f) Experience in heavy volume cash transactions/financial management
- (g) Experience in procurement of goods and services

Age:

Not exceeding 30 years

Relaxable of Government servants, SC/ST candidate's by 5 years & OBC by 3 years as per Central Government Provisions from time to time.

Interested persons may forward complete Curriculum Vitae in the enclosed format, along with attested copies of supporting documents/ certificates, if any, subscribing the cover "Application for the post of Accounts Officer" to the Director General, V.V. Giri National Labour Institute, Sector-24, NOIDA-201301, Uttar Pradesh.

APPLICATION FOR APPOINTMENT FOR THE POST OF ACCOUNTS OFFICER

Photo

01.	Applicant Name (in Block Letter):					
02.	Address with Contract No.:					
03.	Father's Name:					
04.	Sex:					Male / Female
05.	Date of Birth (in Christian Era):					____/____/____
06.	Are you a citizen of India?					Yes / No
07.	Community (OBC) (Please enclose OBC Certificate)					
08.	Education Qualifications:					
09.	Whether Education and other qualifications/ Experience required for the post are satisfied: a) Graduate in Commerce with 60% marks or pass in JAO/SAS exam, b) At least 6 years' experience in Budget /Account/ Finance/PSU/Autonomous body/Statutory body/ Commercial Organisation of repute (Please enclosed supporting documents for above claim)					
10.	(a) Essential:					
	(b) Desirable:					
11.	Experience: Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature					
	Office	Post Held	From	To	Scale of Pay Pay Band/ Grade Pay/Basic Pay	Nature of Duties (in details)

12.	Nature of present employment: i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent	
13.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment: (b) Period of appointment on deputation/contract: (c) Name of the parent office/organization to which you belong:	
14.	Total emoluments per month now drawn:	
15.	(i) Additional information, if any, which you would like to mention in support of your suitability for the post.(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (iv) Awards/Scholarship/ Official Appreciation (v) Affiliation with the professional bodies/ institutions/ societies and (vi) Any other information. (Note: Enclosed a separate sheet. If the space is insufficient)	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address with Mobile No. _____

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I _____ undertake that in the event of my selection to the post of _____ in VVGNLI, I will not withdraw my candidature.

Place : _____

Signature of the candidate

Date : _____