

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

No.DDG/ICCR/176/2017

14 May, 2018

Sub: Filling up the post of Director in ICCR on deputation basis

Vacancy at Director Level in ICCR is hereby advertised to be filled-up immediately. The vacancy at Director level in the Pay Band PB-4 + 8700(Grade Pay)/Level 13 of 7th CPC to be filled in on deputation at ICCR Headquarters in New Delhi for supervising the work of Finance, Audit and Accounts of ICCR. Deputation initially will be for a period of two years extendable further depending upon the performance.

2. Age limit, essential/ desirable qualification and experience for applying for the above post are as under:-

A. AGE

The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of application.

B. Qualifications

The officer nominated for the post should be a graduate from a recognized university/institute with professional qualification such as SAS.

C. WORK EXPERIENCE

- i) Officer holding analogous post or with 4 years regular service in Pay Band PB-3 + 7600 G.P./Level 12 in any Central accounts service. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall not exceed 4 years.
- ii) The official should be well-versed in settlement of final transfer TA claims, preparation of pay authority, settlement of audit objections, leave salary and pension contribution rules, budget/ preparation of final accounts and other establishment/ accounting matters.

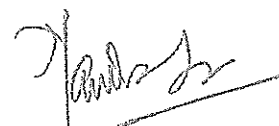
D. Duties and Responsibilities of Director

- i) Maintenance, auditing and timely preparation of annual accounts on commercial accounting principles
- ii) Preparation of annual budget and controlling expenditure according to the budget
- iii) Compilation of annual plan and follow-up
- iv) Taxation Matters – Service Tax/TDS, Professional Tax, etc.
- v) Following-up Audit related exercises, compilation of Statutory Audits, CAG Audits, Audit of MEA and conducting of internal audit by ICCR
- vi) Liaison with MEA on all matters related to Budget, Grants, various types of finance and audit related reports, proposals, etc.

3. The terms and conditions of the deputation will be governed by GoI, Department of Personnel & Training OM No.2/29/91-Estt.(Pay II) dated 5-1-1994 as amended/ revised from time to time and their pay will be fixed as per normal pay fixation rules. Nominations must be accompanied by the requisite personal data as per the enclosed proforma (Annexure-I) alongwith the dossiers of the officers for the last five years. A certificate to the effect that no vigilance case is pending against the officer nominated may also be attached alongwith the application.

4. The above mentioned vacancy may please be circulated in your office. The completed nomination may be sent to the undersigned latest by Friday, 8 June, 2018.

This issues with the approval of DG, ICCR.



(Namrata S Kumar)
JS/Dy. Director General

1. Controller General of Accounts, M/o Finance, Deptt. of Expenditure, Lok Nayak Bhavan, New Delhi – 110 003
2. Comptroller and Auditor General of India, New Delhi 110 002
3. Secretary(Post), Deptt. of Posts, Dak Bhavan, New Delhi 110 001
4. Director General(P & T) Audit, Sham Nath Marg, Old Secretariat, Civil Lines, New Delhi – 110 051
5. ICCR, Regional Offices
6. Website of ICCR



(Namrata S Kumar)

o/c

BIO DATA FOR THE POST OF DIRECTOR IN THE
INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI

1. Name of the Candidate:-
(in block letters)

2. Designation:-

3. Father's name:-

4. Date of Birth:-

5. Address:- (a) Office
(b) Residence

6. Whether the post-held is in a substantive quasi permanent or temporary capacity:-

7. Date of appointment to the present scale:-

8. Present Pay & Pay Band:-

9. Educational Qualifications:-
(beginning from matriculation)

10. Experience and posts held:-

Signature