

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

No.DDG/ICCR/176/2017

25 October, 2017

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

This is in continuation of ICCR's Circular of even number dated 8 August, 2017 and 11 September, 2017 inviting nominations for filling-up one vacant post of Director on deputation in the Pay Band PB-4 + 8700(Grade Pay)/Level 13 of 7th CPC to be posted in ICCR Headquarters at New Delhi for supervising the work of Finance and Accounts of ICCR. The deputation is initially for a period of one year extendable further depending upon the performance (copy enclosed).

2. Since sufficient number of applications were not received, it has been decided to extend the date for receiving of applications. It is, therefore, requested to kindly circulate the vacancy widely and send the nominations expeditiously to ICCR positively by **Friday, 24 November, 2017.**



(Namrata S Kumar)
Deputy Director General

1. Controller General of Accounts, M/o Finance, Deptt. of Expenditure, INA, 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. All Ministries/Govt. Departments
6. ✓ ICCR, Regional Offices
7. Website of ICCR



(Namrata S Kumar)

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

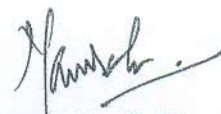
No.DDG/ICCR/176/2017

11 September, 2017

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

This is in continuation of ICCR's Circular of even number dated 8 August, 2017 inviting nominations for filling-up one vacant post of Director on deputation in the Pay Band PB-4 + 8700(Grade Pay)/Level 13 of 7th CPC to be posted in ICCR Headquarters at New Delhi for supervising the work of Finance and Accounts of ICCR. The deputation is initially for a period of one year extendable further depending upon the performance (copy enclosed).

2. Since sufficient number of applications were not received, it has been decided to extend the date for receiving of applications. It is, therefore, requested to kindly circulate the vacancy widely and send the nominations expeditiously to ICCR positively by **Friday 6 October, 2017**.



(Namrata S Kumar)
Deputy Director General

1. Controller General of Accounts, M/o Finance, Deptt. of Expenditure, INA, New Delhi – 110 003
2. Comptroller and Auditor General of India, New Delhi 110 002
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(Namrata S Kumar)

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

No.DDG/ICCR/176/2017

8 August, 2017

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

The ICCR under the administrative and financial control of Ministry of External Affairs, is in the process of filling-up one vacant post of Director on deputation in the Pay Band PB-4 + 8700(Grade Pay)/Level 13 of 7th CPC to be posted in ICCR Headquarters at New Delhi for supervising the work of Finance and Accounts of ICCR. The deputation is initially for a period of one year extendable further depending upon the performance.

2. The 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

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

OR

Post Graduate Degree in Commerce or MBA(Finance) from recognized university/institute of repute with minimum 60% marks

C. WORK EXPERIENCE

i) Officer holding analogous post or with 4 years regular service in Pay Band PB-4 + 7600 G.P. 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 with IFS-PLCA Rules, particularly, 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

D. Duties and Responsibilities of Director

- i) Maintenance, auditing and timely preparation of annual accounts on commercial accounting principles
- ii) Formulation of budgets and controlling expenditure according to the budget
- iii) Taxation Matters – Service Tax/TDS, Professional Tax, etc.
- iv) Audits – Statutory Audits, CAG Audits, Internal Audit, MEA
- v) Liaison with MEA on all matters related to Budget, Grants, various types of 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. The official will not be entitled for Government accommodation from the Central Pool of Government of India. 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 **Monday 4 September, 2017**.


(Namrata S Kumar)
Deputy Director General

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(Namrata S Kumar)

PROFORMA

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