

No.55/3/2020-21/CCSCSB
Central Civil Services Cultural & Sports Board
Department of Personnel & Training

Room No. 361, B wing,
3rd Floor, Lok Nayk Bhawan
Khan Market, New Delhi
Dated 26th Feb, 2021

CIRCULAR


Subject: Engagement of Accountant on contract basis in Central Civil Services Cultural & Sports Board – Regarding

Central Civil Services Cultural & Sports Board invites applications from the retired Govt. Servants from Central Government/State Government for the post of Accountant on Contractual basis initially for a period of one year. The details of engagement are as under:

Name of Post	Age Limit	Essential Qualifications	Remuneration per month
Accountant	Not exceeding 62 years as on last date of application	i) Should have retired as SO/US from Central Government/State Government ii) Must possess minimum 5 years experience in the area of accounting function. iii) Knowledge of commercial accounting and audit operations iv) Knowledge of MS Word and MS excel v) Knowledge of using PFMS	Lump sum remuneration of Rs.30,000/- per month

2. The terms and conditions and work details are attached with this circular. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in an envelope super-scribing “**Application for post of accountant**” latest by **19th March, 2021**, at the following address:-

Secretary, CCSCSB,
Room No. 361, B-Wing,
3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi – 110003
Tel: 011-24646961,24624204,24655798


(Kulbhusan Malhotra)
Secretary, (CCSCSB)

Proforma

Application for engagement of Accountant on contractual basis in CCSCSB

1.	Name in full (Block letters)	
2.	Educational Qualifications (from 10 th onwards)	
3.	Date of Birth	
4.	Date of superannuation from Govt. service	
5.	Complete residential address	
6.	Mobile Number	
7.	E-mail I.D	
8.	Brief particulars of experience (Post held, Area of experience etc)	
9.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Accountants.

(Signature of the Candidate)

Place:

Date:

Terms & Conditions

1. **Period of engagement**

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Accountant or functional requirement of the Office.

2. **Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Accountants will be selected from shortlisted candidates.

CCSCSB reserves the right to reject any application without mentioning any reason.

3. **Remuneration**

A fixed monthly lump sum amount of Rs.30,000/- shall be admissible. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, shall be admissible.

4. **Transport Allowance**

No TA/DA is admissible for joining the assignment or on its completion.

5. **Leave**

The person so appointed shall be entitled for casual leave of 8 days in a year. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, he/she may be called on holidays or asked to sit beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays he/she may be given compensatory off.

6. **Scope of Duties**

During the period of such engagement, the Accountant would be required to perform the duties of a dealing hand and if required, supervisory functions. He/she will report to SO/US depending upon the task assigned by CCSCSB

7. **Office time and working hours**

Working hours shall be from 9AM to 5:30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement.

He/She will be required to mark his/her attendance in Bio-metric System or in the attendance register.

8. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Accountant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case he/she desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

If the person so appointed is found unfit due to any reason or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

10. CCSCSB shall not be responsible for any loss, accident, damage; injury suffered by the person whatsoever arising in or out of the execution of his/her work including travel.

Work Details for Accountant

- 1) He will attend the office regularly. He will work in collaboration with accounting agency hired by CCSCSB and will look after the day to day accounting work.
- 2) He will prepare the final accounts along with accounting agency, including the balance sheet of the CCSCSB at the closing of the financial year and will assist in getting the same audited by the Chartered Accountants of the Society as well as from the auditors of the Comptroller and Auditor General of India and Internal audit.
- 3) He will prepare the Annual Budget of the Board and will keep track of income and expenditure. He will submit Income expenditure report to secretary, CCSCSB on weekly basis.
- 4) He will attend CCSCSB's meeting as and when annual report/annual accounts are discussed.
- 5) He will study audit observations in respect of accounts of CCSCSB for the past period, maintain the records as per audit observations and also prepare replies for the audit observations.
- 6) He will handle Income Tax Returns, Registration, Renewal & GST (where applicable) and will help to file returns in collaboration with Accounting Agency.
- 7) He will prepare the salary of Board Employees including statutory deductions.
- 8) He will prepare and maintain following registers:
Cash Book, Stock Register, Fixed Asset Register, Physical Bills/Vouchers, Cheque Issue Register, Bill Register, Expenditure Registers, Grant In Aid Register, Valuable Registers, Advance Register, Security Deposit Register, Inventory Consumable Register, RECORDS OF ITEMS PROCURED etc.
- 9) He is required to book expenditure in PFMS and generate report as and when required.
- 10) Any other work entrusted by CCSCSB.