National Institute of Food Technology Entrepreneurship and Management

An Institute of National Importance under Ministry of Food Processing Industries, Government of India
Sonepat, Haryana, India
Website: www.niftem.ac.in, Phone 0130-2281020/1085

Advertisement No. N/HR&/P/2018/63 **Date: 01.02.2022**

Advertisement

Applications are invited in prescribed format from eligible retired Officers of Central Government at the level of Under Secretary/ Deputy Secretary or equivalent for filling up the position of Deputy Controller of Finance & Accounts (DCF&A) on short term contract basis at **National Institute of Food Technology Entrepreneurship and Management** (NIFTEM), An Institution of National Importance under Ministry of Food Processing Industries, Government of India:

S. No.	Post name	No. of Post (s)	Essential Qualification & Experience
1	Deputy Controller of Finance & Accounts (DCF&A) on contract basis **Age: Not more than 65 years**	01 Nos.	**Required Qualification & Experience:** Officers retired at the level of Under Secretary/ Deputy Secretary or equivalent from Central Govt. with minimum 05 years of experience in similar capacity in handling Accounts/ Finance functions.

For details regarding qualification, experience, general conditions, application format, etc, please visit career on our website www.niftem.ac.in. Interested candidates may send complete applications through email at **arpersonnel@niftem.ac.in** on **or before 21.02.2022.**

Registrar

Terms of Reference for the position of Deputy Controller of Finance & Accounts (DCF&A) NIFTEM

1.	Name of Position	Deputy Controller of Finance & Accounts (DCF&A)
2.	Number of Position	01
3.	Eligibility and Experience	**Required Qualification & Experience:** Officers retired at the level of Under Secretary/ Deputy Secretary or equivalent from Central Govt. with minimum 05 years of experience in similar capacity in handling Accounts/ Finance functions.
4.	Age limit	Not exceeding 65 years as on date of advertisement.
5.	Method of Engagement	Contract basis
6.	Period of Contract	The tenure of DCF&A is initially for a period of six months which may be extended subject to satisfactory performance.
7.	Remuneration	Last pay drawn minus Pension plus transport allowance as per Central Govt. rules as applicable.
8.	Other terms of Engagement	a) He/ She will not be entitled for any other compensatory allowances like DA, TA, HRA etc. In case, he/ she is required to travel outside Delhi (NCR) in the context of the work/ assignment, NIFTEM shall reimburse the actual cost of travel and daily allowance as per the Rules/ regulations of the Central Government as applicable. b) He/ She will not be eligible for any other facilities such as residential phone and Medical reimbursement etc. c) He/ She will be required to discharge the duties as assigned to him/ her by the Competent Authority. d) He will be allotted appropriate residential accommodation for which he will only be required to pay applicable license fee and charges like electricity, PNG etc.
9.	Notice Period in case of termination of contract or resignation	The contract may be terminated anytime either by giving one month notice or one month remuneration in lieu of notice period without assigning any reasons thereof.
10.	Selection Process	Selection will be done on the basis of qualification, experience and interview. No TA/ DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce all the relevant documents and certificates, in original for verification.

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11.	Attendance and working days	The working hours shall be same as applicable to other official/ staff. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sunday/ Gazetted Holidays.
12.	Confidentiality and Secrecy	A self undertaking shall be obtained from the selected candidates that there is no criminal record or criminal case in any court pending against him/ her besides the routine character and antecedent verification. He will maintain secrecy and confidentiality at the time of working during the contract period.

General information's for the applicants/ candidates are as follows:

1. Application forms not properly filled in or incomplete application forms are summarily rejected. Filled application along with all supporting documents will be sent to **arpersonnel@niftem.ac.in** (in pdf format) with a subject line '**Application for the position of Deputy Controller of Finance & Accounts on Contract basis.**' on or before 21.02.2022.

2. The essential qualifications mentioned are the minimum and mere possession of the samedoes not entitle the candidates to claim selection.

3. The originals and photocopies of each of documents must be brought at the time of interview/ joining and enclosed the self attested photocopies with the application.

4. The decision of Competent Authority regarding engagement will be final.

5. NIFTEM has the right to change/ modify any/ all the above conditions.

6. The above position is indicative. NIFTEM reserves the right to cancel the position without assigning any reason(s) thereof.

Registrar