



INDO GERMAN SCIENCE AND TECHNOLOGY CENTRE (IGSTC)

Indo-German Science & Technology Centre (IGSTC) is a Bi-national Registered Society sponsored by the Government of India and Government of Germany for promoting R & D projects of industrial relevance. IGSTC invites applications for the post of Manager (Accounts & Administration) to be appointed on contractual basis with a consolidated salary based on decision /recommendation of the committee /Director, IGSTC and as per the IGSTC staff policy .

Who can apply:

Candidate should be a person who has held a senior executive position in Finance and Administration capacity with an experience of more than 25 years of working in a Govt/ Autonomous /Bilateral organization. A person who has recently retired or will be superannuating shortly may also apply.

Job Description:

The Manager (Accounts & Administration) will be reporting to the Director of the Centre and will be responsible for the following tasks:

- i. Ensure smooth administration of the Centre and efficient functioning of the Finance & Accounting systems of the Centre.
- ii. To be an interface between Scientific /Programmatic operations and the Finance/ Accounts team along with the Financial monitoring and grant utilisation .
- iii. Assisting Director in conceptualization of various strategic programmatic activities of IGSTC with Federal agencies ,Academia and Industry in India and Germany .
- iv. Finalization of accounts in accordance with best practices for Bilateral Organizations and as per the accepted Standards of Accounting and ensures Internal and Statutory Audit of the accounts at regular intervals.
- v. Liaising with all services and auxiliary agencies/institutions rendering support for the smooth implementation of the programs of the Centre.
- vi. Maintaining regular external relations with the Govt of India departments and agencies in India and Germany.
- vii. Responsible for all compliances and statutory requirements of the center.
- viii. Contract Management for procurement of goods and services and management of inventory of the Centre.
- ix. Assist Director, IGSTC in overall efficient management of the Centre.

- x. Any other responsibility assigned by the Director

Essential Qualifications and Experience:

- i. Essential Qualification: Post graduate degree in any discipline from a recognized University.
- ii. Desirable: Professional qualifications in Finance, Administration or Management.
- iii. Essential experience : Minimum work experience of 25 years or more in a senior position in Administration and Finance/ Accounts in Government of India department/Autonomous or Bilateral Bodies.
- iv. Knowledge and experience of computer based office and accounts management systems.
- v. Experience in dealing with International cooperation activities in bilateral organizations / Autonomous bodies will be preferred.
- vi. A thorough understanding of Government of India rules/regulations, policies and practices.

Compensation Package : The Annual Compensation package will be fixed on the basis of the last pay drawn and commensurate with qualification, skills, experience merit and potential of the candidate selected for the position based on the decision /recommendation of the committee /Director, IGSTC and as per the IGSTC Staff policy. A higher salary in the specified grade range as per the staff policy may be considered for exceptional candidate as per the discretion of the selection committee/Director IGSTC.

Maximum Age: Maximum age limit is up to 62 years as on **31.05.2020.**

The applications in the prescribed format (as given below) along with the resume and all supporting documents may be sent either :

By an e- mail to info@igstc.org with recent photograph in jpeg format,

or

By post with recent passport size photograph to the following address:-

Director

Indo -German Science and Technology Centre (IGSTC)

Plot No.-102, Institutional Area, Gurugram-122003, Haryana

Application to any other e -mail id will not be considered.

The candidates may also visit IGSTC Website : www.igstc.org

Last date of receipt of completed application is **31 May 2020.**

Application Format

A. Personal Particulars:	
Name in full (in Block Letters)	
Gender (Male/Female)	
Marital Status (Married/Unmarried)	
Date of Birth (as in Secondary School Certificate) in dd/mm/yyyy	
Father/Husband's Name	
Mother's Name	
Nationality	
State of Domicile	
Mailing Address (in block letters) with PIN Code	
Permanent Address in block letters with PIN Code	
Email address	
Mobile Number	
Telephone Number (Residence)	
Computer Skills like expertise in MS office/ Excel / Tally/DTP etc.	
Language(s) known	
Knowledge of German Language	
Any other skills	

B. Educational Qualification (Please add additional degree/diploma/any other additional qualifications, if any):

Degree/Certificate	Year of passing	School/Institute/University & Location	% of marks
Class XII			
Bachelor			
Masters			
Any other			

C. Employment/Experience History: Details about previous/present employment (starting with latest Job)

Period From – To (dd/mm/yy)	Organisation Name & address	Position held	Assignment/work profile	Salary last drawn
1.				
2.				
3.				

Declaration

I hereby declare that the information given in the application form are true and complete to the best of my knowledge and belief. (may use scanned signature)

Date
Place

Signature of Applicant
Name -

Attach your photograph in jpeg format in the space below :

