



# इण्डियन एसोसिएशन फॉर द कल्टीवेशन ऑफ साइंस

## INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(An Autonomous Institute of Department of Science & Technology, Government of India and  
a deemed to be University under section 3 of UGC Act, 1956)

जादवपुर, कोलकाता - 700 032 / Jadavpur, Kolkata - 700 032

Advt. No: IACS/ADVT/FC/1.2/75

Date: 27/01/2025

### RECRUITMENT OF FULL-TIME FINANCIAL CONSULTANT

Indian Association for the Cultivation of Science (IACS Kolkata) desires to appoint one Full Time Financial Consultant on purely temporary and contractual basis initially for three years which may be extended up to five years or up to the attaining of sixty-five years whichever is earlier, subject to satisfactory performance in discharging the functions assigned to her/him by the Competent Authority and requirement of the Institute.

#### Nature of Job:

The Financial Consultant will have to attend duties at the Association on all working days. Besides attending regular nature of finance and accounts related assignment, she/he would report to the Director in ensuring the financial regularity followed by GFR 2017 and keeping in mind requirement of a Deemed to be University under de novo category and stipulation/provision in the extant Bye Laws of the Institute. The selected candidate will have to deal with different finance and accounts related works/affairs of the Institute and any other works that may be assigned to her/him by the Competent Authority.

#### Essential Qualification & Experience:

##### 1. Educational Qualification:

Graduation with All India Level Professional Qualification in finance and accounts like Institute of Chartered Accountant of India, Institute of Cost Accountant of India, SAS or equivalent examination etc.

##### 2. Experience:

- i) Minimum 10 years of experience in Finance and Accounts in Government (Central or State)/ PSUs/ Government Companies/ Autonomous Bodies, having in-depth exposure of handling work pertaining to internal finance and Budget related work and Knowledge of PFMS, GFR, Taxation and finalization of Annual Accounts etc.
- ii) Experience with Accounting Software and Statistical Package.
- iii) Analytical Skills along with ability to create detailed reports and spreadsheets.
- iv) Experience in using Internet based applications and working with advanced word processing/ spreadsheet including MS-Office.

#### Age Limit:

Maximum Age limit is 62 years for the retired government officials.

**Remuneration:**

The Institute will offer a fixed monthly remuneration equivalent to Pay Level 10, Index 1 of 7th CPC, i.e., ₹ 56,100/- (Rupees Fifty-Six Thousand One Hundred only). An enhancement of 3% (three per cent) would be extended towards annual increment on completion of a complete year. No other allowances/enhancement would be extended during the entire contract period. For retired government officials, the remuneration plus basic pension will not exceed the pay drawn at the time of retirement.

No additional allowance shall be granted, however, TA under special circumstances may be considered, if approved by the Competent Authority.

**Leave:** An entitlement to avail Casual Leave of 8 (Eight) days only in a calendar year is permissible.

The post of Financial Consultant is proposed to be engaged beyond the sanctioned strength of the Institute in consideration of increased work load in Accounts Section including Project Accounts and to strengthen the financial functioning of the Institute. Hence, the fixed monthly remuneration of the Financial Consultant would be debited to the overhead component of the Extramural Projects of the Institute.

The Qualifications are relaxable at the discretion of the Institute in exceptionally meritorious and experienced candidates.

**List of supporting documents of eligibility criteria and experience to be submitted along with the application:**

**1. Self-Attested copy of-**

- a. Birth Certificate/Age Proof.
- b. Graduation Certificate issued by a UGC recognized University.
- c. Certificate of All India Level Professional Qualification in finance and accounts like Institute of Chartered Accountant of India, Institute of Cost Accountant of India, SAS or equivalent examination etc.
- d. Work Experience Certificate in the Letter Head of Government (Central or State)/ PSU/ Government Companies/ Autonomous Institution/Company/Enterprise. The Work Experience Certificate should clearly mention the period of the duration of work experience.

Interested candidates may apply in confidence with their complete Bio-Data as per the attached proforma on and before **11<sup>th</sup> February, 2025** (Tuesday). with copies of testimonials to the following address:

**The Registrar,  
Indian Association for the Cultivation of Science,  
2A & B, Raja S C Mullick Road, Jadavpur, Kolkata 700032.**

Applications may also be sent electronically in the email ID: [recruitment@iacs.res.in](mailto:recruitment@iacs.res.in)

**कुलसचिव /  
REGISTRAR**

**BIO - DATA - PROFORMA**

Application for the post of Full-Time Financial Consultant at Indian Association for the Cultivation of Science, Kolkata				
1.	Name and address in BLOCK letters	<div style="border: 1px solid black; padding: 5px;">                     .....                      .....                      .....                      .....                      .....                      .....                      .....                      .....                 </div>		Please attached Recent Passport Size Photo
2.	Date of Birth (in Christian era)			
3.	Date of retirement under Central/State Govt./PSU/AB			
4.	Educational Qualification	i)		
		ii)		
		iii)		
		iv)		
5.	Whether educational and other qualifications required for the post are satisfied.			
6.	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.			
7.	<b>Details of Work Experience:</b>			
8.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. (Yes/No)			
9. Details of employment in chronological order (Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient).				
Office/Institution /Organization	Post held on regular basis		*Pay-band and Grade pay (Scale of Pay post held on regular basis)	Nature of duties (in Details) highlighting experience required for the post applier for
	From	To		

10.	Nature of present employment (i.e.ad-hoc or temporary or quasi- permanent or permanent)	
11.	<b>Please state whether working under:</b> (A) Central Government (B) State Government (C) Autonomous Organization (D) Government undertaking (E) University (F) Others	
12.	Additional information, if any, which you would like to mention in support of your suitability for the post <b>(Enclose separate sheets, duly authenticated, if the space is insufficient)</b>	
13.	Contact details:	Mobile No.
		E-mail ID
		Office Telephone No., if any

Signature of the Candidate \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_