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Sher-e-Kashmir
University of Agricultural Sciences and Technology of Jammu,
Comptroller's Office, Administrative Block, Main Campus, Chatha-180009

Sub: - Advertisement for Engagement of Consultant (Audit & Finance) in the office of Comptroller SKUAST-Jammu.

Applications are hereby invited from eligible candidates on prescribed application form for engagement as consultant (Audit & Finance) on contract basis initially for a period of six months which may curtailed or extended as per requirement and performance of the person so engaged. **The application shall reach to the office of Comptroller, SKUAST-J, Main Campus- Chatha- 180009 within 15 days from the date of issuance of this advertisement.**

Eligibility and Qualification:

1. The Candidate must possess Graduation degree in any discipline from a recognized University.
2. The person should have retired from the post of Assistant Comptroller/Accounts Officer from a Govt. Department or a recognized University and must have at least an experience of 02 years in the pay level 11.

Desirable: Preference will be given to the candidate who have superannuated from any recognized University.

Note: - For detailed information (viz. prescribed application form, selection criteria, Job description, General Conditions etc.) visit university official website www.skuast.org

Sd/-
Comptroller

Guidelines for engagement of Consultant (Audit & Finance) in the Office of Comptroller, SKUAST-Jammu

One Consultant (Audit & Finance) shall be engaged in the Office of Comptroller, SKUAST-Jammu on contract basis initially for a period of six months which may be curtailed or extended as per requirement and performance of the person so engaged. Extension of contract can be made on six monthly basis as per requirement and performance of the person so engaged, but maximum period of engagement shall not be more than two years or shall not exceed beyond the age of 65 years whichever is earlier.

Eligibility and Qualification

1. The Candidate must possess Graduation degree in any discipline from a recognized University.
2. The person should have retired from the post of Asstt. Comptroller/Accounts Officer from a Govt. department or a recognized University and must have at least an experience of 02 years in the pay level 11.

Desirable: Preference will be given to the candidate who have superannuated from any recognized University.

Mode of selection

- Comptroller shall invite applications on prescribed application form.
- The selection of Consultant shall be based on selection criteria through a Screening committee and Selection Committee constituted in these guidelines. The candidates, meeting the eligibility criteria and shortlisted by the Screening Committee, shall be called for interview by e-mail or by a notification on SKUAST-Jammu official website www.skuaast.org or by both.

Selection criteria shall be as under:

- A. Academic qualification + Experience = 40 marks.
B. Viva voice = 10 marks
Total marks (A+B) = 50 marks

S. No.	Post	Marks earmarked (A = 40 marks)	Viva-Voice (B = 10 marks)	Total marks = A+B (50 marks)
01	Consultant (Audit & Finance)	Graduation: 10 marks Experience: 30 marks (03 marks/year as at least Asstt. Comptroller/ Accounts Officer in the pay level 10 or above from a Govt. department or a recognized University)	10 marks	Selection shall be made on the basis of marks secured out of 50 marks

- The selection shall be based on the basis of marks secured by the candidate out of 50 marks as mentioned above.
- The screening committee shall first shortlist the applications by checking their eligibility and award them academic score
- Thereafter, Selection Committee shall conduct the interview.
- The decision of the Committee shall be final.

Job description of Consultant should be Audit & Finance related:

- 1) The Consultant (Audit & Finance) will perform duties under the direct control and supervision of Comptroller, SKUAST-Jammu in all matter related to:
 - Preparation of Budget Estimates and R.E for SKUAST-Jammu

- Maintenance of Grant Account and remittance of Funds to the units
- Analysis of Annual Accounts of SKUAST-Jammu and its training units
- Disbursement of Cash and maintenance of Books of accounts
- Preparation of Monthly Statement of Accounts Maintenance of Accounts of Collaborative course
- Payment of Gratuity Pension related matters
- Recovery of all advances
- Submission of MEMORANDUMS reports and return including statement of accounts quarterly returns etc.
- Coordination for smooth conduct of Statutory Audit of the SKUAST-Jammu and its units
- Guideline in the preparation on Institute's Revised Budget
- Resource mobilization-scheme—Training fund, building maintenance Fund etc. Work relating to the opening and operation of Bank Account at the training units
- To ensure the conduct of statutory audit on the account of unit of SKUAST-Jammu with in time schedule
- To submit satisfactory compliance report on the observation made by Audit and to implement the order issued by SKUAST-Jammu.
- To deal the matters related to RTI.

2) Any other matter related to Finance/Audit division as desired by Comptroller, SKUAST-Jammu

General conditions for engagement of Consultant (Audit & Finance) are as under:

1. **Age Limit:** The maximum age limit for making application is 65 years.
2. **Period of Engagement & Extension of Tenure:** The engagement as Consultant shall be made on contract basis initially for a period of six months which may be curtailed or extended as per requirement and performance of the person so engaged. Extension of contract can be made on six monthly basis as per requirement and performance of the person so engaged, but maximum period of engagement shall not be more than two years or shall not exceed beyond the age of 65 years whichever is earlier.
3. **The person should have working knowledge of computer.**
4. **A fixed monthly remuneration shall be admissible by deducting the Basic Pension from the last basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. He shall not be entitled to any other kind of allowance or accommodation facility.**
5. **Tax Deduction at Source:** The Income Tax or any other tax liable to be levied, as per existing rules will be deducted at source before making the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.
6. **The offer of engagement to the selected candidate will be subject to verification of certificates/testimonials at the time of joining and on completing of other formalities.**
7. **The applicant should not have been retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.**
8. **The engagement of Consultant will be on full-time basis and he shall not take up any other assignment of any nature during the period of engagement in SKUAST-Jammu**
9. **If any declaration given or information furnished by the candidate found to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any legal action as SKUAST-Jammu may deem fit.**
10. **SKUAST-Jammu reserves the right to accept or reject any application without assigning any reason.**
11. **Selected person may be required to attend office on holidays or beyond office hours in case of exigency of work or as desired by Comptroller, SKUAST-Jammu. The normal working hours shall be as per University working hours.**

12. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, Seniority, Promotion etc. Or any other benefits as available to the regular Government Servant.
13. The consultancy will start from the date he/she joins the office.
14. The consultant will have to mark his attendance in Biometric Attendance System.
15. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.
16. No extra compensation will be paid apart from consolidated remuneration admissible even if a person attends office on holidays and works beyond normal office hours.
17. The engagement of consultant would be of temporary nature against the tasks assigned. University can terminate the services/contract of the consultant any time by giving one month's notice without assigning any reason thereof.
18. Interested candidate may forward his/her application duly filled in the attached Proforma (Annexure-I) with latest colour photograph including a copy of the following documents (self-attested) (i) Aadhar Card, (ii) Pension Payment Order (PPO), (iii) Date of Birth certificate, (iv) Service & experience certificate, (v) Educational qualification, (vi) PAN card.
19. The selected Consultant shall be allowed to join upon submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.
20. Selected person will be required to give an undertaking to maintain secrecy of the organization and devotion to duty as per annexed as Annexure-II.
21. Certificates of educational & professional qualifications, Service & experience certificate, Pension Payment Order (PPO) and Last Pay Certificate shall also be produced in original for the purpose of verification at the time of joining.
22. The selected candidate shall not be involved in any type of canvassing which may collide with the interests of the University.

Annexure-I

Application form for the engagement as Consultant (Audit & Finance) at SKUAST-Jammu

Affix recent self-attested passport size photograph

- 1. Name: _____
- 2. Father's Name: _____
- 3. Date of Birth: _____
- 4. Domicile: _____
- 5. Nationality: _____
- 6. Mailing address (with Tel./Mob. No. and e-mail address) _____
- 7. Permanent Address: _____
- 8. Mobile No.: _____
- 9. Email ID : _____

10. Educational/Professional Qualification:

S.No.	Qualification	University	Year of Passing

11. Work Experience:

S. No.	Organization/ Institute	Period		Nature of Work	Post Held	Remarks
		From	To			

- 12. Date of Retirement: _____
- 13. Pension Payment Order (PPO)No. ' _____
- 14. Last Pay drawn as on date of retirement: _____
- 15. Whether SC/ST/OBC: _____
- 16. Details of Computer knowledge: _____
- 17. Reference _____

(i) _____

(ii) _____

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. In case any information furnished by me is found false or suppression of any information, I may be terminated and if required legal action may be taken. I have read this circular and accept all the terms and conditions for engagement to the post applied for by me.

Date: _____

Place: _____

(Signature)
(Name of applicant)
Mobile No.: _____
E-mail address: _____

DECLARATION/UNDERTAKING

I, _____ s/d/w/o _____ do hereby declare that all statements made in this application (Annexure-1) are true, complete and correct to the best of my knowledge and belief understand that in the event of any information being false or incorrect or ineligibility being detected before or after the interview, my candidature/engagement is liable to be cancelled/terminated. I am aware that if I contravene any rule, my application will be rejected summarily by the SKUAST-Jammu.

I further declare that I fulfil all the conditions of eligibility prescribed for the post and no vigilance/criminal case is pending against me. Further, I was never convicted by any Competent Court of law. I have read all the this documents and hereby accepts all the terms & conditions for engagement as Consultant (Audit & Finance) in SKUAST-Jammu.

Date:
Place:

Signature of the Candidate
Full name
Address: