



Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad

(Autonomous Institute under Department of Expenditure, Ministry of Finance, Government of India)

Application for Consultant

Invitation for Application for hiring of Consultant(s) in Arun Jaitley National Institute of Financial Management (AJNIFM) on contractual basis for carrying out time bound Consultancy work

Arun Jaitley National Institute of Financial Management (AJNIFM) intends to engage Consultant(s) for a fixed period of four months. Only professionals with requisite qualification and experience as prescribed in Annexure 'A' would be hired. Completed application(s) may be sent to kpkaushik@nifm.ac.in. The details are as follows:

1. **Qualification:**

Essential/ Desirable qualifications mentioned in Annexure 'A'

2. **Scope (Organisations are free to bid for one or more work)**

- (i) Finalisation of Account and Finance Manual of an Government Institute with branches in several cities.

In order to understand the scope of the assignment, interested persons may visit AJNIFM from 3:30 PM to 04:30 PM from 07-02-2022 to 10-02-2022 at Reception of the Institute and contact Prof. K.P. Kaushik.

3. **Other entitlements/ Conditions:**

3.1 Remuneration

Remuneration will be lump sum and all-inclusive as mentioned in Annexure 'A'. Payment shall be made only after work in para (2) is completed upto the satisfaction of AJNIFM.

3.2 Tax deduction at Source

Income tax or any other tax, if any, as per prevailing rules, will be deducted at source before effecting the payment for which AJNIFM will issue a TDS certificate separately.

4. **Confidentiality:**

- A. The Consultant will not, except with the previous sanction of AJNIFM in the bonafide discharge of his/her duties, publish a book or a compilation of articles in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/ her own name or anonymously or pseudonymously in the name of any other person.
- B. During the period of assignment with AJNIFM, the professionals would be subject to the provision of Indian Official Secret Act, 1923 and shall not divulge any information gathered by him/ her during the period of his/ her assignment to anyone who is not authorized to know/ have the same.
- C. The professionals appointed by the Institute shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of AJNIFM.

5. **Termination of Agreement:**

AJNIFM may terminate a contract to which these terms apply if:

- (i) The Consultant is unable to complete the assigned work within the prescribed;
- (ii) Quality of the assigned works is not to the satisfaction of AJNIFM;
- (iii) The Consultant fails in the timely achievement of the milestone as finally decided by AJNIFM;
- (iv) The Consultant is found lacking in honesty/ integrity or violates the confidentiality clause; and
- (v) The consultancy cannot be terminated by the Consultant during the fixed term of Consultancy.

6. **Application deadline:**

Date and Time of submission of application(s) : 11/02/2022 upto 05:00 PM
Date and Time of opening of application(s) received : 11/02/2022 at 05:15 PM

Faculty In-charge (Consultancy)

Arun Jaitley National Institute of Financial Management

(Autonomous Institute under Department of Expenditure, Ministry of Finance, Government of India)

Arun Jaitley National Institute of Financial Management, Ministry of Finance, Government of India invites applications for engagement of a Consultant on each task on contractual basis for a fixed term of two months.

Requirements are as follows:

S.No.	Name of the Post	Qualifications	Experience	Terms of Reference
1.	Consultant	<p>Essential: A Chartered Accountant</p>	<p>A total experience of atleast 10 years out of which atleast 3 years should relate to handling the Accounting issues related tasks of Government organisations.</p>	<p>1. For assignment</p> <p>(i) Finalisation of Account and Finance Manual of an Government Autonomous Institute having branches in several cities.</p> <p>(ii) In particular the according manual is expected to cover issues as Budget and Control; Procedure for Financial Concurrence; Inventory Management; Accounting of Grants-in-aid from Govt.; Issue, acceptance and accounting of Inter-Campus Debit/Credit Notes; Accounting & Control; Fixed Assets, Physical Verification of Fixed Assets and Depreciation Policy; Internal Audit & CAG Audit; Tax Matters; Guidelines for operation of Fund as described in the Act; Funds and Cash Management; Advances and Control; Purchase Policy; Work Allocation of different Accounts Personnel as per Unit Formation and FDDI Project Consultancy Policy.</p> <p>2. Travel Expenses in connection with the work will be paid in accordance with rules/guidelines issued by Central Government.</p> <p>3. Remuneration In addition to the Travel and other out of pocket expenses a sum of not exceeding Rs. 3,20,000/- (GST extra) is expected to be paid.</p>

Format for Application

- (i) Name in Block letters:
- (ii) Date of Birth (DD/MM/YYYY):
- (iii) Address for Correspondence:
- (iv) Contact No. Landline:..... Mobile:.....
- (v) Email:.....
- (vi) Academic Qualification (in reverse order, starting from the latest)

S. No.	Degree	Year	Subjects	University/Institute	Class/Division	Distinction (if any)

- (vii) Professional Qualification (in reverse order, starting from the latest)

S. No.	Degree	Year	Subjects	University/Institute	Class/Division	Distinction (if any)

- (viii) List of Relevant technical and academic publications (Attach separate copy if required)

- (ix) Experience (in reverse order, starting from the latest) of similar work done earlier.

S. No.	Name of Organisation	Post Held	Period		Brief Description of Work	Remarks
			From	To		

Name and Signature of Applicant

Date:

Place:

Financial Bid

Scope*	Minimum Amount Quoted
Finalisation of Account and Finance Manual of an Government Institute.	
Total	

* May bid for any one, two or all of the above.

Name and Signature of Applicant