



RAJA RAMMOHUN ROY LIBRARY FOUNDATION
[An Autonomous Organization under the Ministry of Culture, Government of India]
Block DD-34, Sector-I, Salt Lake, Kolkata 700 064

F. No. 5-4/Admn(Adv.)/20-21

17th May, 2021

Notice for Engagement of Consultant

Raja Rammohun Roy Library Foundation (RRRLF), an Autonomous Organization under the Ministry of Culture, Government of India invites application for engagement of following Consultant purely on contractual basis.

1. Job Description

The job descriptions for the vacancies of Consultant are given at Annexure.

Sl. No.	Name of the role	No. of personnel required	Job profile
1	Consultant (Accounts and Audit support)	01	Annexure-I

2. Eligibility:

Consultant (Accounts and Audit support)		
Age	Qualification	Experience
Not exceeding 40 years	Chartered Accountant	03 years experience on Finance, Accounts and Audit work and sound knowledge on General Financial Rules (GFR) of Government of India. Should have sound knowledge of working on PFMS programme. Must have good communications skills, fair knowledge of computerized processing. Must have expertise in noting/drafting, budget/accounts, office procedure etc. Must have good working experience on Administration and Accounts related works in Govt. offices.

3. Period of engagement of Consultant:

The initial engagement as Consultant would for a period of one year, which may be extended on the basis of satisfactory performance.

The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the organization.

4. Remuneration:

The fee payable to the Consultant will be Rs. 50,000/- (Rupees fifty thousand only) per month.

Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, medical reimbursement etc.

5. Leave:

The Consultant shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his absence beyond 8 days in a year.

The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

6. Working Hours:

The consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

They shall mark their attendance in mandatorily failing which it may result in deduction of remuneration.

7. Tax Deduction at Source:

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

8. Confidentiality of data and documents:

The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Organization shall remain with the Department/Organization.

No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Department/Organization, without the express written consent of the Department/organization.

The Consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/Organization.

The Consultant would be required to sign a non-disclosure undertaking as per Annexure-III.

9. Conflict of Interest:

The Consultant appointed by the Foundation, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the organization nor will he indulge in any activity outside the terms of contractual assignment.

The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Foundation under the provision of Industrial Disputes Act, 1947 or Contract labour (Regulation and Abolition) Act, 1970.

10. Termination of Agreement:

The RRRLF may terminate the contract to which these terms apply if:

- The Consultant is unable to address the assigned work;
- Quality of the assigned work is not to the satisfaction of the Officers of RRRLF;
- The Consultant is found lacking in honesty and integrity;
- RRRLF reserves right to terminate contract at any time with one months' notice.

Willing and eligible candidates may apply for the vacancies of consultant along with their bio-data in the prescribed proforma (at Annexure-II) and self-attested testimonials and certified copy of experience certificates/credentials to the **Director General, Raja Rammohun Roy Library Foundation, Block-DD-34, Sector-1, Salt Lake, Kolkata 700 064** within **21** days from the date of publication of this Advertisement in RRRLF website. Applications received after due date and without supporting documents will not be considered.

Director General

Role Name: Consultant (Accounts and Audit support)

Scope of Work/Job responsibilities:

1. Pre and post verification of the sanctions and payment thereon;
2. Day to day maintenance of the fund flow in the office of RRRLF;
3. Finalization of annual accounts within a stipulated date as fixed by the higher Authorities;
4. To handle the Income Tax and the GST matters of RRRLF;
5. To help in maintaining records of the day to day work of the Accounts Section;
6. To help in preparation of the correspondence made by the Accounts Section;
7. To control fund received from State Government/UT administration;
8. To control the balances and inflow and outflow of funds in the Bank;
9. To control advances paid and adjustment thereof;
10. To control the statutory payments as and when it is required.

Annexure-II

**Application for engagement as Accounts & Audit Consultant on contract basis in Raja Rammohun Roy
Library Foundation**

1. Personal Details:

Name (in block letters)		
Mother's/Father's/ Husband's Name		
Date of Birth (DD/MM/YYYY)/...../.....	<u>Age (as on Closing date of application)</u> Years Month(s) Day(s)
Male/ Female	Married/ Unmarried
Category (Gen/SC/ ST/ OBC)	
Address for correspondence City District State Pin code Tel. No. Mobile E-mail	
Permanent Address City District State Pin code Tel. No. Mobile E-mail	
Contact No./Nos.		
Email ID		

2. Experience :

Experience including description of responsibilities held and other professional achievement (all certified credentials are required to be submitted with the application)							
Designation	Scale of pay & present Basic	Name & address of employers	Period of Experience			Nature of work/ duties	Nature of Appointment
			From date	To date	No. of years/ months (As on date of advertisement)		

3. Educational qualification:

	Name of course	Name of the Board/ University/Institution	Year of passing	Division	Subjects studied
10th Class / equivalent					
10+2/Higher Secondary equivalent					
Bachelor's degree					
Master's degree					
CA					
Any other					

4. Any other relevant information (Use a separate sheet, if necessary):

5. List of self-attested copies of Certificate:

The information furnished above is true. I have carefully read the terms and conditions mentioned in advertisement and which are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Signature of the Applicant

Date:

Place:

NON-DISCLOSURE UNDERTAKING

To
The Director General
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-1, Salt Lake City
Kolkata – 700 064

Sir,

I hereby undertake

- Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with RRRLF which would otherwise conflict with my obligations towards RRRLF.
 - To abide by data security policy and related guidelines issued by the Foundation.
1. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Foundation any records/material, equipment, documents or data which is of confidential nature.
 2. I shall keep Foundation informed of any change in my address or contact details during the period of my engagement.
 3. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 4. For the purpose of this undertaking, confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature.....

Name:.....

Address:.....

Dated:.....

Personal Contact No.....