

Dr. Ambedkar Foundation
(An autonomous body under the Ministry of Social Justice & Empowerment)
Govt. of India
Camp office: West Block-1, Wing-7, Ground Floor,
R.K.Puram, New Delhi-110066
(Tel.011-26180213)
Website: www.ambedkarfoundation.nic.in

Walk-in-Interview

Dr. Ambedkar Foundation, an autonomous organization under the Ministry of Social Justice & Empowerment, Govt. of India intends to engage One **Consultant (Accounts)** who has retired from Central Government/ State Government /PSU /Autonomous body. The Consultant fee will be as per the existing Govt. norms and duly approved by MoSJE. The applicants are requested to come for a walk-in-interview on **24.01.2025 (Friday)** at **10:30 am** at Dr. Ambedkar Foundation, West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066. For further details, please visit website www.ambedkarfoundation.nic.in or <https://socialjustice.gov.in>.



(Dr. Sidh Kumar)

Director

Dr. Ambedkar Foundation

डॉ. सिद्ध कुमार / Dr. Sidh Kumar
निदेशक / Director
डॉ. अम्बेडकर प्रतिष्ठान / Dr. Ambedkar Foundation
सामाजिक न्याय एवं अधिकारिता मंत्रालय
Mo Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

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Camp office: West Block-1, Wing-7, Ground Floor,

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Date: 27/12/2024

Filling up of Vacancies in Consultant (Accounts) in the Dr. Ambedkar Foundation, Ministry of Social Justice & Empowerment.


2. Applications are invited from Suitable Candidates retired from Central Government/ State Government/PSU/Autonomous body for filling up Vacancies in the Dr. Ambedkar Foundation, Ministry of Social Justice & Empowerment.

3. The Details of Educational Qualification & Experience required by the candidates on Contract Basis are as under:

| | |
|---------------------------|---|
| Job Description | |
| Position | Consultant (Accounts) |
| Number of Position | One |
| Age | Not exceeding 62 years as on 31/12/2024 |
| Salary Range (Rs.) | As per the Govt. norms and approved by Mo SJE for the consultant is as under: (a) Gr-II (SO Level) @ Rs.35,000/- P.M. + Rs.2,000/- as conveyance. (b) Gr-III (US Level) @ Rs.42,000/- P.M. + Rs.3,000/- as conveyance. |
| Duration | Short Term Contract Basis (initials for 6 months which may be extended further) |
| Primary Responsibilities: | The experience of working in accounts should be the criteria. The capability to maintain the books of accounts and make physical entries, knowledge of working in excel and handling of ledger entries should be given preference. Candidates with exposure of maintaining accounts on Deputation should be an added advantage. (a) Pre checking the Bills before making the payment. (b) Maintain Expenditure Control Register. (c) Before processing the payment to ensure Government norms are followed. (d) To advice/guidance to the respective officials for calling of various Tender of DAF. (e) Prepare Bill Vouchers Challans. |

| | |
|--|--|
| | <p>(f) Reconcile the Bank Books after closing of each months (g) Assist in audit. (h) Working Knowledge in PFMS portal single handedly/ Accounting Software like Tally and GeM Procurement. (i) All finance related work of DAF. (j) Any work assigned by the FA & Director, DAF</p> |
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4. Applications from willing and eligible candidates, who can be relieved immediately on selection and are free from vigilance angle may be forwarded to the Dr. Ambedkar Foundation, West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066 in the **prescribed format as per Table-II** through Proper Channel within 21 days from the date of this advertisement.



(Dr. Sidh Kumar)
Director, DAF

डॉ. सिद्ध कुमार / Dr. Sidh Kumar
निदेशक / Director
डॉ. अम्बेडकर प्रतिष्ठान / Dr. Ambedkar Foundation
सामाजिक न्याय एवं अधिकारिता मंत्रालय
M/o Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

Table-II

Dr. Ambedkar Foundation
Ministry of Social Justice & Empowerment
Govt. of India

(photo)

DETAILS OF CANDIDATES

| SI No | Particulars | Details to be filled by Candidates |
|--------------|---|---|
| 1. | Name of the candidate | |
| 2. | Guardian Father/Mother Name with Mobile No | |
| 3. | Date of Birth/Age (as on 31.12.2024) | |
| 4. | Category (Gen/OBC/SC/ST) | |
| 5. | Sex (Male/Female/Transgender) | |
| 6. | Aadhar No (Copy to be enclosed) | |
| 7. | Education Qualification (10th Onwards) (Exam/Year of passing/Division/%age) (Copy to be enclosed) | |
| 8. | Additional Requirement (Internet Access/Power Point Presentation /Excel/MS Word) knowledge of Accounts/ Finance related software etc). | |
| 9. | Experience (Title, From & To, major responsibilities) | |
| 10. | Skill (Computer Typing English/Hindi) | |
| 11. | Home Address with Pin Code | |
| 12. | Contact No & Email ID | |
| 13. | Any Other Details | |

Date :

Signature of Candidate