

**Dr. Ambedkar Foundation**

(An autonomous body under the Ministry of Social Justice &amp; Empowerment)

Govt. of India

West Block-1, Wing-7, Ground Floor,

R.K.Puram, New Delhi-110066

(Tel.011-26180213)

Website: [www.ambedkarfoundation.nic.in](http://www.ambedkarfoundation.nic.in)

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**INVITATION OF APPLICATIONS FOR APPOINTMENT OF CONSULTANT (ACCOUNTS AND SCHEMES)**

Applications are invited for those candidates who are retired in the Central Government /State Government/Union Territory/Public Sector Undertakings/Autonomous Organizations, Company/Private Organizations etc. for filling up Vacancies in the Dr. Ambedkar Foundation, an autonomous body under the Ministry of Social Justice & Empowerment.

S.No.	Name of the post	No. of Post
1.	Consultant, Accounts	01
2.	Consultant, Schemes	01

2. Complete information of post, eligibility criteria, application format and other details are available on the website at [www.ambedkarfoundation.nic.in](http://www.ambedkarfoundation.nic.in), <https://socialjustice.gov.in>, <https://cga.nic.in> and <https://dopt.gov.in>.

3. Last date for receiving of applications through proper channel from date of issue of advertisement in employment news within 21 days. Incomplete applications received after the last date shall not be considered.

4. Address for sending applications:

Director

Dr. Ambedkar Foundation,

(an autonomous body under the ministry of social justice and empowerment)

Govt. of India

West Block-1, Wing-7, Ground Floor, R.K Puram, New Delhi-110066

  
(Sh. Anilkumar V. Patil)  
Director, DAF

अनिलकुमार वी. पाटील / Anilkumar V. Patil  
निदेशक / Director  
डॉ. अम्बेडकर प्रतिष्ठान / Dr. Ambedkar Foundation  
समाजीक न्याय एवं अधिकारिता मंत्रालय  
M/o Social Justice & Empowerment  
भारत सरकार, नई दिल्ली  
Government of India, New Delhi

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(Tel.011-26180211)

Website: www.ambedkarfoundation.nic.in

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**Date:21/05/2025**

**Subject:-** Invitation of applications for appointment/engagement as a Retried Officer from Central Government /State Government/Union Territory/Public Sector Undertakings/Autonomous Organizations, Company/Private Organizations etc. Consultant (Accounts) in Dr. Ambedkar Foundation-reg.

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

2. Applications are invited for those candidates who are working on contract basis in the Central Government /State Government/Union Territory/Public Sector Undertakings/Autonomous Organizations, Company/Private Organizations etc. for filling up Vacancies in the Dr. Ambedkar Foundation, an autonomous body under the 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	<b>Consultant (Accounts)</b>
Number of Position	One
Age	Not exceeding 62 years as on 01 January,2025
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	Contract Basis (initials for One Year which may be extended further)
Qualifications	Graduation/Post Graduation from any recognized University. Experience of handling Accounts and having knowledge of accounts in a Government Department/Autonomous Bodies/PSUs.
Desirable/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.

	<p>(c) Before processing the payment to ensure Government norms are followed.</p> <p>(d) To advice/guidance to the respective officials for calling of various Tender of DAF.</p> <p>(e) Prepare Bill Vouchers Challans.</p> <p>(f) Reconcile the Bank Books after closing of each months</p> <p>(g) Assist in audit.</p> <p>(h) Working Knowledge in PFMS portal single handedly/ Accounting Software like Tally and GeM Procurement.</p> <p>(i) All finance related work of DAF.</p> <p>(j) Any work assigned by the FA &amp; Director, DAF</p>
Cut Off Date	Cut-off date for determining various eligibility criteria (educations qualifications, age limit, experience etc) will be the last date for submission of applications i.e 23.06.2025

#### 4. 'HOW TO APPLY:

- Eligible candidates may fill application form in given proforma (Format-I) giving complete details with recent photograph. Application sent to the office of Dr. Ambedkar Foundation, West Block-1, Wing-7, R.K Puram, New Delhi-110066 by 23.06.2025 (i.e. Last date for submission of application).
- A scanned copy of application alongwith all requisite documents such as document in support of Date of Birth, Valid Identity proof of the candidate issued by Govt. Certificates regarding Educational/Professional Qualification, Experience Certificate etc. must be sent (in pdf format only) through email at [dir.daf-msje@gov.in](mailto:dir.daf-msje@gov.in) or before last date i.e. 23.06.2025. List of documents are required to be enclosed is available at **Annexure-B**
- Application in other than prescribed proforma (Format-I)/incomplete application not received on or before closing date will be rejected without any intimation to candidate concerned.
- No fee is required to be paid by the candidates.

5. Willing and eligible candidates, who can join immediately on selection and are free from vigilance angle may be sent application to the Dr. Ambedkar Foundation, West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066 in the **prescribed format as per Annexure-A** within cut-off date.

  
 (Sh. Anilkumar V. Patil)  
 Director, DAF  
 अनिलकुमार वी. पाटील / Anilkumar V. Patil  
 निदेशक / Director  
 डॉ. अम्बेडकर प्रतिष्ठान / Dr. Ambedkar Foundation  
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(photo)

**DETAILS OF CANDIDATES**

Sl No	Particulars	Details to be filled by Candidates
1.	<b>Name of the candidate</b>	
2.	<b>Guardian Father/Mother Name with Mobile No</b>	
3.	<b>Date of Birth/Age (as on 01 January,2025)</b>	
4.	<b>Category (Gen/OBC/SC/ST)</b>	
5.	<b>Sex (Male/Female/Transgender)</b>	
6.	<b>Aadhar No (Copy to be enclosed)</b>	
7.	<b>Education Qualification (10<sup>th</sup> Onwards) (Exam/Year of passing/Division/%age)  (Copy to be enclosed)</b>	
8.	<b>Experience (Job From &amp; To)</b>	
9.	<b>Skill (Computer Typing English/Hindi)</b>	
10.	<b>Home Address with Pin Code</b>	
11.	<b>Contact No &amp; Email ID</b>	
12.	<b>Any Other Details</b>	

Date :  
Place:

Signature of Candidate

**LIST OF DOCUMENTS TO BE ENCLOSED**

S.No.	Description	Indicate (Yes/No)
A)	Educational Qualifications	
	1. Matriculation Certificate (Class X Pass Certificate) 2. Class XII Pass Certificate 3. Certificate of other educational qualifications such as UG, PG, etc.	
B)	Document in support of Date of Birth	
C)	Valid Identity proof of the candidate issued by Government (Aadhar/PAN Card)	
D)	Experience Certificate in the prescribed format (Annexure-B) for service rendered in the Central Government /State Government/Union Territory/Public Sector Undertakings/Autonomous Organizations, Company/Private Organizations etc. started from latest one.	
E)	Copy of LPC and PPO should be enclosed by the retired Government servant.	
F)	Any other relevant documents in support of the candidature.	