



India Centre for Migration (ICM)
(A Regd. Society of the Ministry of External Affairs)

Term of Reference for the post of Accounts Officer

6 SEPTEMBER 2019

1. The India Centre for Migration (ICM) is a 'not for profit' society established by the Government of India in July, 2008 to serve as a think tank on all matters relating to International Migration. The Centre undertakes empirical, analytical and policy related research, implements pilot projects to document good practices and assists in capacity building of stakeholders at the sub-national level. ICM is inviting applications for one post of Accounts Officer.

2. Essential Eligibility Conditions:-

(i) Nationality: The applicant must be citizen of India.

(ii) Educational Qualification: The applicant must be **Graduate in Commerce** from any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University, or possess an equivalent qualification. Preference will be given to applicants with higher educational qualifications and/or experience in the field of finance, accounts and Budgetary will be preferred.

(iii) Age limit: The applicant must not have attained the age of 62 years as on August 1, 2019.

(iv) Work Experience: The applicant must have a minimum experience of 5 years in the field of finance, Accounts and Budgetary matters.

(v) Fluency in written and verbal English is mandatory.



3. Competencies:

- (i) Excellent communication and interpersonal skills.
- (ii) Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines.
- (iii) Ability to work effectively and harmoniously with other colleagues.

4. Duration and Termination Clause: Two years initially, thereafter to be extended yearly up to a maximum of two years on the basis of performance. This will include probation period of one year, from the date of joining of ICM. The offer of job is subject to satisfactory performance of the individual and can be terminated both during probation period and also thereafter, on one month notice by ICM without specifying any reason. The Accounts Officer is required to submit a 2 months prior notice period for any discontinuation. The appointment can also be terminated by the ICM without any previous notice, if the Account officer is found to be guilty of any act of insubordination, intemperance, misconduct or any other breach of discipline or non-performance or any other issue as per the extant provision of Government of India. Decision of Chairman, ICM will be final in this regard.

5. Remuneration Clause: The post of Account Officer carries compensation amounting to Rs. 60,000 per month (all inclusive, TDS to be deducted). There is no provision for provident fund or insurance/group insurance or any such contributions. In case of retired Government offices, compensation would be as per the norms laid down by the Department of Personnel and Training (DoPT), Government of India.

6. Duties of Accounts Officer:

(i) Making /preparing expenditure vouchers and cheques.

(ii) All banking related activities including preparing monthly bank reconciliation statements and monitoring expenditures against the allocated budget on monthly basis.

(iii) Coordinating with the Chartered Account regularly on all financial and audit matters.

(iv) Maintenance of books of Accounts (Computerized & Manually)- Tally Software

(v) Accounts Officer will play an active role in organizing of conferences, lectures, seminars, panel discussions & other academic events, to be organized by ICM.

(vi) Having the Audit of the accounts done from Chartered Accountant on quarterly basis.

(vii) All matters concerning Taxation including TDS calculations, deductions and deposit thereof

(viii) Timely filing of TDS Returns etc.

(ix) Ensure FCRA compliances.

(x) Ensure compliance with General Financial Rules (GFRs) followed by Central Government offices while processing/dealing with purchase orders and/or Contracts etc.

(xi) Any other activity including administration matters and work related to on-going programs as assigned by the Chief Executive Officer and/or Chairman.



(xii) In case of job contingencies, Account officer may be required to travel within India and/or outside India. While an official travel in India or overseas, Account officer will be entitled to TA/DA as per the extant provisions.

(xiii) Account Officer will be required to undertake any other activities, not indicated above, as assigned by CEO, ICM and officers as nominated by the competent authority, in the interest of the organization or larger public interest.

7. Leave Condition: Account Officer will be entitled to a maximum of 21 days of leave per year during the tenure with prior approval of CEO, ICM. The leave, however, will not be encashable.

8. Mode of Application:

(i) The applicants can send their application form as per the attached format at '**Annex-I**'. All pages of the application form has to be signed by the applicant with date. Scanned copy of the application form (in colour) shall be send by email to so2oia1@mea.gov.in. **Please mention in the Subject Line of the e-mail, "Application for the post of Accounts Officer, ICM"**.

(ii) Application form received in any format, other than the format indicated at '**Annex-I**' will be straight-away rejected.

(iii) Application form, received, without signature of the applicant along with date on each and every page of application form, will be straight-away rejected.

9. Mode of Selection:

(i) Candidates will be shortlisted by a committee duly constituted for this purpose, on the basis of fulfilment of the essential eligibility conditions as indicated in this TOR.



(ii) Only the shortlisted candidates will be called for interview by the aforementioned committee for final selection.

(iii) The date and venue of interview will be conveyed to the shortlisted candidates by email on the same email id from which the scanned copy of the application has been received.

(iv) Applicant **must** bring his/her application form, in original, at the time of interview. The application form **must** be same as the one, of which scanned copy was emailed at so2oia1@mea.gov.in . Non-compliance of the aforesaid condition, will lead to disqualification.

10. Application deadline:

(i) Scanned copy of the application form along with self-attested copies of work-experience certificate (in colour) shall be sent by email to so2oia1@mea.gov.in, latest by **18.10.2019 (till 5:30 PM)**. Any application form, received after **18.10.2019 (5:30 PM)** will not be considered.

(ii) **Please mention in the Subject Line of the e-mail, “Application for the post of Accounts Officer, ICM”**

11. Mandatory Instructions:

(i) All pages of the application form have to be signed by the applicant with date. Application form, received, without signature of the applicant along with date, will be straight-away rejected.

(ii) Self-attested copies of work-experience certificate to be mandatorily enclosed with the application form. Non-submission of same will lead to straight-away rejection of the application form.



(iii) Application form received in any format, other than this format as indicated at '**Annex-I**' will be straight-away rejected.

(iv) Scanned copy of the application form along with self-attested copies of work-experience certificate (in colour) shall be send by email to so2oia1@mea.gov.in , latest by **18.10.2019 (till 5:30 PM)**. Any application form, received after **18.10.2019 (5:30 PM)** will not be considered.

(v) This application form along with certificate, in original, will be submitted by the applicant as and when asked for by ICM. Non-compliance of the same, will lead to disqualification of the candidature.

12. Verification of character and other credentials of the Selected Candidate:

ICM, will, carry out verification of the details filled in the application form of the selected candidate. Furnishing of false and misleading information will make the applicant liable for the appropriate legal prosecution, within the jurisdiction of New Delhi.

ANNEX-I

APPLICATION FORM FORMAT

1. Basic Information:

Candidate's Name	Date of Birth	Gender	Father's/ Mother's Name and Occupation Details	Mother's Name and Occupation Detail	Spouse's Name and Occupation Details

2. Education Details: (Starting from Xth/Matriculation to Graduation)

Degree	Subject	Name of the University	Duration (from – to)	Percentage/ Class

3. Work experience: (Only in the field of finance, Accounts and Budgetary matters)

Organization	Designation	From	To	Responsibilities handled	Total years (per org)
Grand total no. of years of work experience (Self-attested copies of work experience to be enclosed along with the application form is mandatory)					

4. Any pending Criminal Case (If yes, details thereof)



5. Declaration:

I.....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancellation/termination without notice/compensation in lieu thereof and I will also be liable for legal prosecution.

(Signature)

Date:

Permanent Address:

Local Address (In case local address and permanent address is not same)

Email Id:

Mobile Number:
