

Application format for engagement of “Chief Financial Officer”
on Contract basis at NIMI, Chennai

1. Name of the Post applied for :
2. Name (in Block Letters) :
3. Father’s Name :
4. Date of Birth & Age :
5. Marital Status :
6. Nationality :
7. Category :
8. Address for Correspondence :
9. Permanent Address :
10. Telephone / Mobile No. :
11. E-Mail :
12. Educational Qualification

Discipline	Name of the University / Institute	Year of Passing	% of marks	Class / Division

13. Languages Known (Speak / Read / Write) :
14. Work Experience Details :
14. Other Particulars if any :
15. List of Enclosures (only self attested copies to be enclosed) :

Date:

Signature

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

RECRUITMENT OF CHIEF FINANCIAL OFFICER ON CONTRACT BASIS

National Instructional Media Institute (NIMI) is an Autonomous Institute under Ministry of Skill Development & Entrepreneurship with the objective of preparing Instructional Media Packages (IMPs) for the use of the trainees and trainers for securing overall improvement in the standard of training imparted in Industrial Training Institute (ITIs), short term skill development courses and also for the Industries & Establishments implementing the Apprenticeship training programme.

ELIGIBILITY CRITERIA & OTHER DETAILS:

NO. OF POSTS	1 (One)
AGE	Maximum age 65 years as on 01/06/2018
PERIOD OF CONTRACT	<ul style="list-style-type: none">➤ The contract will be for a period of one year / two years from the date of joining.➤ The contract would automatically come to an end on the expiry of this period unless specifically extended.➤ Working hours will be from 9.15 AM to 5.45 PM and it will be a full time job and not part time.
TERMINATION OF CONTRACT	The contract could be terminated by either side by giving one month's notice or pay in lieu hereof without assigning any reason.
ELIGIBILITY/ EDUCATION QUALIFICATION	MBA Finance / M.com from Government Recognized University.
PLACE OF POSTING	Chennai
POST QUALIFICATION WORK EXPERIENCE	<ul style="list-style-type: none">➤ Candidate should submit the Proof of experience along with application.➤ With 10 years experience in organization in the capacity of Account Officer/Audit Officer out of which 3 years of experience as a senior position➤ Preference will be given to the incumbent having worked in autonomous body under Central Govt.
ENTITLEMENT OF LEAVE	<ul style="list-style-type: none">➤ Will be entitled for Casual leave of 12 days in a year. No other leave applicable.

JOB DESCRIPTION	<p>To take care of all financial and other statutory requirements to be observed by NIMI as an autonomous Institute including the following:</p> <ul style="list-style-type: none"> ➤ Accounting procedures prescribed for the department with view to ensure that they are correct, adequate and free from any defects. ➤ Implementation of the prescribed procedures and orders issued from time to time. ➤ Scrutiny and check of payment and accounting work ➤ Construct and monitor reliable control systems. ➤ Ensure that NIMI complies with all legal and regulatory requirements Assets Liability Management. ➤ Ensure that the record keeping meets the requirements of auditors and government agencies. ➤ Preparation of Budget, viz, BE/RE/FE, settlement of Audit paras, etc. ➤ Preparation of Monthly and Quarterly Expenditure Reports ➤ Manage the budgeting processes. Monitor cash balances and cash forecasts. ➤ Develop financial and tax strategies. ➤ Statutory Tax Returns like GST, IT etc. ➤ Co-ordination with AG Audit and Internal Audit procedures. ➤ Periodical review of all accounts records and preparation of Annual Report, etc. ➤ Any other related activity as assigned from time to time.
REMUNERATION	<ul style="list-style-type: none"> ➤ Consolidated amount depending on experience will be given. ➤ He shall not be eligible for any other perks/allowances. ➤ The Compensation and terms and conditions will be negotiated / finalized depending upon the suitability of the candidate.
MODE OF SELECTION	<ul style="list-style-type: none"> ➤ Candidates will be short-listed for Personal Interview, based on their qualification, experience and suitability for the post. ➤ The shortlisted candidates have to undergo the process of Personal Interview. ➤ Final selection will be on the performance by the candidate in Personal Interview.

<p>TERMS AND CONDITIONS OF EMPLOYMENT</p>	<ul style="list-style-type: none"> ➤ The terms & condition of Recruitment is whole and simple governed by the provisions of the contract and the engagement shall not be construed as an employment in NIMI and the provisions of PF/Gratuity/Pension, etc. shall not apply in this case. ➤ The contract can be terminated by either of the parties by giving one month's clear notice. ➤ No other allowance / Payment / Benefit / facility other than what has been specifically mentioned in the Terms and Conditions shall be payable. ➤ On completion of the contractual period of one year, his/her engagement shall automatically come to an end and be renewed on NIMI's discretion. There will not be a need for issuance of communication by NIMI for termination of the contract after the above said period. ➤ He/She shall be required to execute an agreement in which he/she shall agree not to disclose any information / Data which he/she is privy to while in the contract engagement and shall take reasonable security measures to prevent accidental disclosure.
<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> ➤ Short-listing will be based on the documents/certificates/testimonials etc submitted by the candidates to substantiate his qualification/post qualification experience declared in the resume. ➤ Candidates short-listed will have to make their own arrangement for travel/stay for attending the interview. ➤ Decisions of NIMI in all matters regarding eligibility, selection etc. would be final and binding on the candidates. ➤ No representation or correspondence will be entertained by NIMI in this regard and the decision of the NIMI shall be final.

(i) SELECTION PROCEDURE

- The selection for engagement of "Chief Financial Officer" on contract is on the basis of short-listing through the resumes received and Personal Interview.
- NIMI reserves the right to shortlist requisite number of candidates based on the qualification, experience and suitability of the candidates for the post and only those shortlisted candidates will be called for Personal Interview.

- The date, time, centre & address of the venue will be informed to the shortlisted candidates in the call letter and candidates have to attend for the same at their own cost.
- The final selection shall be on the performance of the candidate in the interview.
- Mere eligibility / admission to Personal Interview / Pass in Personal Interview does not imply NIMI is satisfied beyond doubt about the candidates eligibility and shall not vest any right in a candidate for selection. The NIMI would be free to reject the candidature of any candidate at any stage of the selection process, if he/she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts. .
- NIMI reserves the right to change the selection procedure/hold supplementary selection process, if necessary, The change, if any, shall be intimated to the candidates through our website and / or email.

(ii) HOW TO APPLY :

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

- Candidates should have a valid personal E-mail ID. This E-mail ID should be kept functional till completion of this recruitment. All the communications will be sent to the candidates on this E-mail ID only.
- Candidates should apply both soft and hard copy on or before 22/05/2018. Soft copy to be sent to chennai-nimi@nic.in. All application should be addressed to “The Executive Director” National Instructional Media Institute, Post Box 3142, CTI campus, Guindy Industrial Estate, Guindy, Chennai – 600032.

Executive Director

Date : 02.05.2018

Place : Chennai