

National Skill Development Fund (NSDF)
Ministry of Skill Development and Entrepreneurship

About NIMI

National Instructional Media Institute (NIMI) is an autonomous Institute under the Govt. of India, Ministry of Skill Development & Entrepreneurship (MSDE), Directorate General of Training (DGT), New Delhi.

NIMI has been functioning as a Nodal Agency to develop Instructional Materials, e-content, Question Banks, Train media developers and trainers, enable translation of books into Hindi and other regional languages, network with other vocational stakeholders, create resource centers for vocational courses, promote research in the field of development of instructional materials and offer consultancy services.

About NSDF

National Skill Development Fund (NSDF) was set up in 2009 by Government of India for raising funds both from Government and Non-Government sector for skill development in the country. The fund is contributed by various Government sources, and other donors/contributors to enhance, stimulate and develop the skills of Indian youth by various sector specific programs. A public Trust set up by the Government of India is the custodian of the Fund. The Trust accepts donation, contribution in cash or kind from the Contributors for furtherance of objectives of the Fund. The Fund is operated and managed by the Board of Trustees. The Chief Executive Officer of the Trust is responsible for day-to-day administration and management of the Trust.

Job Description

**Applications are invited for the post of Senior Consultant on contract basis (fixed duration):
(No of position – 1)**

Position I – Senior Consultant (Finance, Accounting and Administration)		
Minimum Qualification Criteria		Desirable
Education, Skills and Previous Experience	<ol style="list-style-type: none">I. Master's degree in Commerce or equivalent such as MBA, PGDM, PGDBA, PGPM (full time) OR Chartered Accountant CA / ICWAII. At least 10 years post qualification experience,III. Exposure to Government / PSU / Bank accounting system and auditIV. CAG or CGA experience is preferable	Working knowledge in Computer using MS-Office and Accounting packages

Key Responsibilities	<ul style="list-style-type: none"> ▪ Oversee all financial planning, budgeting and reporting of the project ▪ Preparing or managing accounts ▪ Prepare accurate budgets, track expenses, ensure that required financial controls and cost-performance monitoring mechanisms are in place and adhered to, prevent over and under expenditure of budgets, ensure proper safeguards of funds and ensure compliance with established protocols ▪ Payroll administration and manage the expenditure of the organization ▪ Act as liaison between the program, consultants and Accounting departments regarding billing and account related matters ▪ Responsible for auditing the financial information, checking internal expenses and preparing reimbursement sheets ▪ Gather and present data/ reports on budgets and expenditure as per requirement of Management ▪ Reconcile outstanding advances monthly and provide update to Senior Management ▪ Assist with monthly and annual financial & accounting reporting
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Important Terms

- i. The above-mentioned posts of Senior Consultant will be on contract basis initially for a period of one year which may be extendable as per requirement of NSDF and performance of the consultant.
- ii. Will be paid a monthly compensation of **Rs.1,00,000/- (all inclusive)**. No further allowances are payable on this amount.
- iii. The place of posting will be at **New Delhi**.
- iv. Applications in the prescribed proforma will be accepted up to **14-12-2020** through email to nimirecruitment@gmail.com or post to reach by the last date.
- v. Candidates selected for recruitment shall be able to join on short-notice as per requirement of NSDF.
- vi. Applicant shall be considered for selection basis meeting the minimum eligibility criteria mentioned in the invitation for application.
- vii. Application for afore mentioned position of Senior Consultant here does not insure selection of candidate. The application and election criteria mentioned are only for the purpose of shortlisting, and NSDF reserves the right to select or reject any candidate applying for the position at any stage of the process.
- viii. NSDF reserves the right to cancel this recruitment process at any time without providing any prior notice to the applicants. Employment under this application shall be contractual in nature and terms of the same shall be governed by offer extended and contract signed thereof between NSDF and selected applicant.

23/11/2020