

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. NIMI is an implementation partner for NSDF

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 following Consultants on contract basis (fixed duration)

Position I – Junior Consultant (Finance, Accounting and Administration)		
No of position – 1		
Minimum Qualification Criteria		Desirable
Education, Skills and Previous Experience	<p>I. MBA Finance / Chartered Accountant (CA) / Certified Management Accountant (CMA) / Company Secretary (CS) / LLB</p> <p>II. At least five (05) years' Post qualification experience preferably with Administrative, Legal or Commercial background.</p>	Working knowledge in Computer using MS-Office and Accounting packages

Key Responsibilities	<ul style="list-style-type: none"> ▪ Prepare 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 ▪ Maintain project financial reporting systems in accordance with policies and procedures prescribed ▪ Enter data for all financial transactions into the accounting system; code financial transactions to appropriate account code, component services and register numbers ▪ Prepare expense reports in Excel, detailing monthly expenditures by budget line item ▪ Gather and present data/ reports on budgets and expenditure as per requirement of Management ▪ Monitor bank balances and request for transfer of funds based on utilization ▪ Reconcile outstanding advances monthly and provide update to Senior Management ▪ Prepare monthly and annual financial & accounting reporting ▪ Maintain documentary evidence for all financial transactions
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Position II – Consultant (General Administration) No of position – 1		
Minimum Qualification Criteria		Desirable
Education, Skills and Previous Experience	<ol style="list-style-type: none"> I. Retired Under Secretary / Deputy Secretary level officers from Government of India / PSUs (preferably from RBI, CAG or CGA) II. Experience in field of Procurement, Financial Administration and Legal matters. 	Working knowledge in Computer using MS-Office.
Key Responsibilities	<ul style="list-style-type: none"> ▪ Gather supporting documents for all invoices ▪ Review invoices for any invoices and processes in place for financial transactions and procurement procedures ▪ Provide administrative assistance / support in both technical and non-technical operations for office activities and implementation of program ▪ Provide general administrative services such as asset and facilities management such as listing and periodic inventory of expendable and non-expendable properties 	

	<ul style="list-style-type: none"> ▪ Maintain project personnel files and support recruitment processes ▪ Preparation of Term sheet and draft RFQ/RFP and draft contracts ▪ Support & co-ordinate the bid management process ▪ Contract and SLA management of all vendors, operators and implementing agencies ▪ Finalization of bidding documents (EoI, RfQ, RfP and Contract Agreement) ▪ Design potential PPP models, assessment of risk matrix for key stakeholders and commercial structuring
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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.50,000/- (all inclusive)** for Junior Consultant and Consultant (General Administration). 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 **16-12-2020** 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.

07/12/2020