



ENGAGEMENT OF CONSULTANTS IN NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS (NESTS)

Ministry of Tribal Affairs was set up in 1999 with the objective of providing a more focused approach towards the integrated socio-economic development of the Scheduled Tribes in a coordinated and planned manner. To provide the best quality education to the tribal children in their own environment, it has been decided that every block with more than 50% ST population and at least 20,000 tribal persons, will have an Eklavya Model Residential School (EMRS). In order to function EMRS effectively, an Autonomous Society viz. National Education Society for Tribal Students (NESTS) has been set up at the Central level under Societies Registration Act, 1860. Further details may be seen at <https://emrs.tribal.gov.in/> and <https://tribal.nic.in/EMRS.aspx>.

To achieve the above objective, NESTS is engaging qualified and experienced professional for following post purely on contractual basis. The incumbent shall not have any claim for regular appointment under the Ministry/NESTS.

S. No.	Position	Specialization	Age Eligibility	No. of Posts
1	Consultant Grade I	Finance	Max. 45 Years	01

Interested candidates having requisite qualifications may submit their application in the prescribed format in an envelope, mentioning the post applied for “**Consultant Grade I (Finance)**” by Registered/Speed Post to the office of “**Joint Commissioner (NESTS), Gate No. 3A, Jeevan Tara Building, Parliament Street, New Delhi-110001**” latest by **22/05/2024 (05:00 p.m.)**. Application received after the closing date and / or found to be incomplete in any manner or not accompanying all the requisite documents shall be summarily rejected.

Format of application & eligibility details are attached at Annexure-I and Annexure-II respectively.

APPLICATION FORM

Post Applied for: - _____

Photograph to be
attached here

1.	Name of the Candidate			
2.	Date of Birth			
3.	Sex			
4.	Father/Husband's Name			
5.	Correspondence Address			
6.	Mobile no			
7.	Mail id			
8.	Educational Qualification (Chronological order)			
Sl. No.	University/Institute	Degree	Year passing	of % / Grade
I.				
9.	Technical Qualification:			
10.	Experience (Chronological order)			
Sl. No.	Name & Address of the Organization	Designation	Years of experience	Brief job description
I.				
11.	Additional information, if any, which you would like to mention in support of your suitability for the post:			

(Kindly attach detailed CV including passport size photograph)

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Applicant

Annexure II

Required Qualification, Experience, job profile and remuneration for Consultant Grade I (Finance)

S.No.	Position	No. of Position (s)	Academic Qualifications	Work Experience	Age Eligibility	Remuneration	Job Profile
1.	Consultant Grade I - Finance	01	Chartered Accountant	Minimum 05 years of relevant experience.	Up to 45 years	₹80,000/-	<p>1. Finalization of Balance Sheet</p> <ul style="list-style-type: none">a. Preparation and Finalization of Financial Statement.b. Audit assurance and liaison with Statutory Auditors and CAG Auditors. <p>2. Fund Management and Banking –</p> <ul style="list-style-type: none">a. Fund management and coordination with bank for day-to-day activities.b. Establishing a proper accounting system for NESTS.c. Managing PFMS for all incoming and outgoing accounting transactions. <p>3. Accounting and Payment processing –</p> <p>Overall supervision of following day-to-day functions performed by the accountants with respect to:</p> <ul style="list-style-type: none">a. Month end closing as per accrual accounting system.b. Salary processing for all regular employee through PFMS.c. Professional Fee payment and all vendor payment through PFMS.d. Fund transfer to EMRS Societies for Recurring and Capital nature as per sanction order.

S.No.	Position	No. of Position (s)	Academic Qualifications	Work Experience	Age Eligibility	Remuneration	Job Profile
							<p>e. Payment to construction agencies as per sanction order.</p> <p>f. Making payment for NPS, GPF and GIS for regular employees.</p> <p>g. All accounting entries are doing in tally software for record purpose.</p> <p>h. Making filing system for all vouchers/documents for Audit purpose.</p> <p>i. TDS payment and return filing.</p> <p>j. GST payment and return filing.</p> <p>k. Coordinating with State EMRS Societies to collect utilization certificates & actual expenditure.</p> <p>4. Utilization Certificate & Actual Expenditure –</p> <p>a. Preparation and Submission of utilization certificate to the concerned Ministry as per GFR format.</p> <p>5. Other Misc. Tasks as per requirement –</p> <p>a. Resolving PFMS related query for all the state EMRS Society.</p> <p>b. Pay fixation note preparation for regular staff.</p> <p>c. Preparing reports as per requirement and instruction given by NESTS officials.</p> <p>d. Coordination with other Government Agencies to establish a system in NESTS.</p>