

ATOMIC ENERGY EDUCATION SOCIETY (Regd.)
(Autonomous Body under Department of Atomic Energy, Govt. of India)
Central Office, Western Sector, AECS-6, Anushaktinagar, Mumbai-400094

VACANCY ANNOUNCEMENT

Applications are invited from Pensioners of Department of Atomic Energy and its Constituent Units and have retired from the post of JC (F&A)/DCA for appointment of Consultant purely on short term contract basis to strengthen the Accounts Wing of Central Office in Atomic Energy Education Society (AEES).

Consultant will be paid consolidated remuneration of ₹25,000/- per month or emoluments drawn at the time of retirement (last pay drawn + Grade Pay + DA) minus Pension (basic pension and DR thereon), whichever is less.

The detailed Responsibilities of Accounts Wing of Central Office, Terms of Reference, General terms and conditions and application format are available on the AEES website www.aees.gov.in.

Interested candidates may apply for the said post in the prescribed format alongwith supporting documents. The duly filled in prescribed Application Form with all requisite enclosures should reach Secretary, AEES, Central Office latest by 14/01/2017.

BIO – DATA

Application for appointment as Consultant in the Atomic Energy Education Society to strengthen the Accounts Wing of Central Office, AEES, Mumbai

1) Name: _____

2) Father's Name: _____

3) Date of Birth: _____

4) Domicile: _____

5) Nationality: _____

6) Mailing Address (with Tel./Mob.No. and email address) _____

7) Permanent Address: _____

8) Educational Qualification:

S. No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9) Work Experience:

S.No.	Organisation/Institute	Period		Nature of Work & designation	Remarks
		From	To		

10) Last Pay Drawn: _____

(A copy of PPO may please be attached)

11) Whether SC/ST/OBC: _____

12) Reference:

(i)

(ii)

I hereby declare that the information furnished above is true with the best of my knowledge.

(Signature)

Date: _____

Mobile No. _____

Email address: _____

ANNEXURE-1

The Accounts Wing of Central Office is responsible to maintain:

- (1) books of accounts of Non-Plan Account in respect of all Six AEC Schools and one Junior College, Anushaktinagar;
- (2) drawal of monthly pay and allowances for the employees working in all six AEC Schools and Junior College and Central Office, AEES, Mumbai and maintenance of its related records;
- (3) drawal of monthly pension/family pension for 600 pensioners of AEES and maintenance of its related records;
- (4) books of accounts of Plan Account for all the 30 AEC Schools and Junior Colleges;
- (5) books of accounts for Common Atomic Energy Central School Pupils' Fund Account;
- (6) maintaining the Provident Fund Accounts of all AEES employees i.e. General Provident Fund and Contributory Provident Fund Accounts (around 1600);
- (7) the Provident Fund Investments;
- (8) books of accounts for Group Savings Linked Insurance Scheme(GSLIS) of all AEES employees;
- (9) books of accounts for Family Relief Scheme (FRS) accounts of all AEES employees, Preparation of Annual Statements for all these Accounts;
- (10) Consolidation of PUVVN audited Accounts of all the 30 AEC Schools and Junior Colleges;
- (11) Consolidation of Actuarial Valuation of Pension, Gratuity, Leave balances of all AEES employees working in 30 AEC Schools and Junior Colleges;
- (12) Preparation of Non-Plan budget estimations for Central Office, AEES, Mumbai, and for Six AEC Schools and Junior College,
- (13) Preparation of Plan budget estimations for all the 30 AEC Schools and Central Office, AEES; and
- (14) timely submission of all these audited accounts statements to the Annual General Meeting of AEES on yearly basis for its approval and to submit the same to the Department.

Terms of Reference (TOR)

- a. Streamlining the functions of Accounts in the line with best and approved practices in handling the accounts of Central Office.
- b. Simplification of accounting practices/procedures, computerization of accounts.
- c. To develop procedures and practices to ensure tight internal controls.
- d. To suggest procedures to streamline usage of Parmanu Urja Vidyalaya Vikas Nidhi funds in line with practices being followed by KVS.
- e. Liquidating the audit paras and
- f. To provide guidance to the staff in application of rules while dealing with the files.
- g. Computerization of accounts.

ANNEXURE-3

General Conditions

- (i) Professionals / Retired employees from Govt. and Autonomous organizations with requisite qualifications and experience as prescribed would be eligible for being engaged as Consultants.
- (ii) Consultants would be engaged for a fixed period for providing high quality services to AEES, and for attending to specific and time - bound jobs.
- (iii) The appointment of Consultant would be on Full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the AEES.
- (iv) The appointment of Consultant is of a temporary (non-official) nature and the appointment can be cancelled at any time by AEES without assigning any reason.
- (v) Consultant has to work three days in a week from 11.00 a.m. to 5.00 p.m.
- (vi) The selected candidate will be required to execute an Agreement with AEES.

ANNEXURE-4

Terms and Conditions for engaging the “Consultant”

1. **PERIOD OF ENGAGEMENT:** The Consultant will be engaged for a period of one year subject to review of output after six months.
2. **EXPERIENCE:** The Consultant must be a retired Joint Controller (F & A) or Deputy Controller of Accounts from DAE or its constituent Units.
3. **AGE-LIMIT:** Normally, the maximum age limit for Consultant will be 65 years.
4. **ENTITLEMENTS:**
 - 4.1 **FEES:** Consultant will be paid consolidated remuneration of ₹25,000/- per month or emoluments drawn at the time of retirement (last pay drawn + Grade Pay + DA) minus Pension (basic pension and DR thereon), whichever is less.
 - 4.2 **DRAWAL OF PENSION:** A retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant.
 - 4.3 **ALLOWANCES:** The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, Personal Staff, and Medical Reimbursement etc.
 - 4.4 **LEAVE:** Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. AEES would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

4.5 **TA/DA:** Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority. Retired Government servant, appointed as consultant, would be entitled for TA/DA as per his/her last pay drawn at the time of retirement.

4.6 **TAX DEDUCTION AT SOURCE:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment, for which AEES will issue TDS Certificate/s.

5. **TERMINATION OF AGREEMENT:** AEES may terminate a contract to which these terms apply if:

- the Consultant is unable to address the assigned works.
- Quality of the assigned works is not to the satisfaction of AEES.
- the Consultant fails in timely achievement of the milestones as finally decided by AEES.
- the Consultant is found lacking in honesty and integrity.

AEES reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.