

CLINICAL DEVELOPMENT SERVICES AGENCY
An extra mural unit of Translational Health Science & Technology Institute
(an autonomous institute under the Department of Biotechnology (DBT),
Min of Science & Technology, Govt. of India)
NCR Biotech Science Cluster at Faridabad Gurgaon Road, Faridabad.

Recruitment Notice No. CDS/RN/33/2017

Clinical Development Services Agency (CDSA) mission is to create, develop, nurture world class clinical product development capacity in India.

Recruitment No:	CDS/RN/33/2017
Name of the post /Number/ Emoluments and Age	ACCOUNT ASSISTANT (1) Up to Rs. 21,989/- Age Limit: 30 years (As per RRs)
Duration	One Year
Qualifications/ Experience	Graduate in commerce with 3 years experience of Accounts and Book keeping in Tally ERP-9. Experience in preparation of day to day accounts to Finalization of Accounts
Skills/Desirables	<ul style="list-style-type: none"> • M.Com or PG Diploma in Finance or CA Inter • Experience of working in Government and semi Government sector preferably in organisations registered under societies Act 1860. • Good knowledge of Microsoft Office suite especially in MS Excel • Good knowledge of written and spoken English. • Good communication and Interpersonal skills • Candidates who can join immediately will be preferred.
Job profile	<ul style="list-style-type: none"> • Preparation and Maintenance of all types of vouchers and cheque for payment in Tally ERP-9 as per the approvals given by the competitive authority. • Cash operations including advances, expenses. • Issue of TDS Certificates to contactors and consultants. • Preparation and processing of Payroll and Disbursement of salary in Tally – ERP9. • Maintaining voucher files challan, cash book, ledger book, voucher file, rent and services charges file, office contingency, Training, Bank Transactions & Correspondence file. • Preparation of monthly Bank Reconciliation statements

	<ul style="list-style-type: none"> • Correspondence with banks for disbursements of salary, vendors, staff and other payments • Maintaining Accounts records and registers, preparation of monthly accounts and balance sheet. • Prepare Fund utilization statements and Statement of Expenditure to be submitted to different stake holders and DBT. • Maintenance of Fixed Asset and Inventory register of CDSA • Other tasks assigned by Finance Manager or any other senior person in the organization.
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GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The age limit, qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. The **Account Assistant position** is contractual and will be hired on outsourced basis through a manpower agency.
6. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
7. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
- 8. Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
9. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
10. In case large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
- 11. Only shortlisted candidates will be called for Written test/Interview. Request for change in Written test/ Interview schedule will not be entertained under any circumstances.**
12. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
13. Interested candidates may please send their current CV along with the application form (Enclosed in the CDSA website) with a recent color photo and three references by e-mail with subject line mentioning "Application for the position **"Account Assistant"** to cdsa_admin@thsti.res.in.
14. Incomplete applications and those without the subject line will stand summarily rejected without assigning any reasons thereof.

15. All results will be published on our website and all future communications will be only through email.
16. Canvassing in any form will be a disqualification.

Those who have applied earlier need not apply again.

Note: In case a suitable candidate is not found, the call for application will remain open till suitable candidate is found. As soon as suitable candidate is found, this recruitment notice will be closed on our website.