

NATIONAL INSTITUTE OF HYDROLOGY
(Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation)
Jalvigyan Bhawan, Roorkee – 247 667 (Uttarakhand)

Advertisement Notice

Advertisement No. /Advt.19/2023-NIH(Admn.)

Dated: 19.01.2023

Subject: Advertisement for the selection of PFMS Expert/Consultant and Data Entry Operator through Walk-in-Interview for the following Finance Section.

Sl. No.	Name of position	No. of Post	Duration	Qualification	Emoluments per month	Date, time & place of interview
1.	PFMS Expert /Consultant	01	06 months	<p>Essential: M.com/MBA (Finance) from recognized University/Institution with 05 years' experience in financial & accounting matters. Knowledge of PFMS software.</p> <p style="text-align: center;">OR</p> <p>B.com/BBA with 08 years' experience in financial & accounting matters. Knowledge of PFMS software.</p> <p>Role and responsibilities: The person is required to manage overall activities related to CNA accounts i.e. Coordination/ liaising with the Sub Agencies through regular interactions/ meetings on PFMS, to facilitate registration of the Sub Agencies, to process for allocation of funds to Sub Agencies, monitoring of funds availability and expenses of SA, Training and handholding of stakeholders for PFMS (EAT/Bharatkosh/CNA/TSA, Continue support to all stake holders/SA post on-boarding on PFMS, to provide helpdesk support to stakeholders/SA etc. on PFMS related issues and other related work of PFMS.</p>	Rs.40,000/- to 70,000/-p.m. + Rs. 3,000/-p.m. as local conveyance	Dated 06.02.2023 10.30 AM at NIH, Roorkee
2.	Data Entry Operator	01	06 months	<p>Essential: Graduate in any discipline preferably in Commerce from recognized University with experience of 02 years in financial & accounting matters. Working Knowledge of PFMS software.</p> <p>Role and responsibilities: Making entries in PFMS software, to assist in PFMS related issues. Maintenance of record/files of CNA account and Sub Agencies, Typing work of Finance Section, Bank reconciliation of CNA/Sub Agency accounts, to help/assist PFMS expert/consultant in various matters related to CNA/PFMS/Sub Agencies.</p>	Rs.20,000/- p.m. (consolidated)	Dated 06.02.2023 10.30 AM at NIH, Roorkee

General conditions:

1. Professionals with requisite qualifications and experience as prescribed would be eligible for the appointment of above posts.
2. Selected candidates would be engaged for a fixed period for providing high quality services to the Institute for attending to specific and time-bound jobs.
3. The appointment 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 NIH.
4. The appointment is purely temporary on co-terminus basis and do not entitle the appointee to any claim implicit or explicit or any NIH post. The appointment can be cancelled at any time by the Institute without assigning any reason.
5. The initial term of appointment and subsequent extension (s) if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion.
6. The selected candidates shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport facility, Personal Staff etc.
7. The selected candidates may be provided with the transit accommodation as per prevailing rules of the Institute. The applicable

licence fee shall be charged and they will vacate the accommodation on the termination or expiry of the tenure, whichever is earlier.

8. The selection of candidates will be made through Walk-in-Interview. No TA/DA will be paid to the candidate for attending the interview. No TA/DA shall be admissible for joining the appointment on contractual basis. The selected candidate shall be allowed TA/DA for their travel inside the country in connection with the official work.
9. **Candidates can directly attend the walk-in-interview on the prescribed date, time at NIH along with complete bio-data, passport size photograph and original proof of qualification and experience etc. They must also bring with them self-attested copies of their certificates. Candidate may report in NIH in one hour before Interview time.**
10. Bio-data Format for the posts: **(Copy enclosed)**
11. Maximum Age for **PFMS Expert /Consultant shall be 50 years and Data Entry Operator shall be 40 years** as on the date of interview.
12. No. of posts may increase or decrease depending on the circumstances.

Note: Candidates before appearing for the Walk-in-Interview shall ensure that they are eligible (in the required field) for the position they intend to apply. Out station candidates are required to make their own boarding and lodging arrangement at Roorkee.

(L.N. Thakural)
Sc. 'D' & Senior Admn. Officer