

No.55/3/2022-23/CCSCSB
Central Civil Services Cultural & Sports Board
Department of Personnel & Training

Room No. 361, B wing,
3rd Floor, Lok Nayk Bhawan
Khan Market, New Delhi
Dated: 20th August, 2024

CIRCULAR

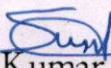
Subject: Engagement of Accountant on contractual basis in Central Civil Services Cultural & Sports Board – Regarding

Central Civil Services Cultural & Sports Board (CCSCSB) is a society registered under the Societies Registration Act, of 1860. It works under the aegis and control of the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training. The objective of the Board is to promote cultural and sports activities amongst the Central Government employees and to ensure their larger and more effective participation in the said activities for their physical fitness and recreation. In order to fulfill the aforesaid objective, the Board undertakes various activities such as Inter-Ministry Tournament, AICS tournaments, Sports Meet, Marathon, Coaching in various games etc.

2. The Board invites application from the retired Central/State Govt. employees for engagement as Accountant in CCSCSB purely on contract basis initially for a period of one year from the date of engagement which may be extended upto a total period of 3 years subject to the requirement and satisfactory performance of the Accountant. The details of engagement are as under:

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|---|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of the post. | Accountant |
| 2 | Remuneration | Lump sum remuneration of Rs.35,000/- per month. |
| 3 | Period of engagement. | The period of engagement will be initially for one year from the date of engagement which may be extended upto a total period of 3 years subject to the requirement and satisfactory performance. |
| 4 | Job Location | CCSCSB, Lok Nayak Bhawan, Khan Market, New Delhi. |
| 5 | Educational Qualification. | Graduation degree or equivalent from a recognized University or institute. |
| 6 | Age eligibility. | Candidates should not be more than 62 years as on the closing date of receipt of application. |

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|---|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | Eligibility criteria & Terms & conditions for engagement. | <p>(i) Should have retired as ASO/SO or equivalent post from Central/State Government</p> <p>(ii) Must possess minimum 5 years experience in the area of accounting function.</p> <p>(iii) Should have knowledge of commercial accounting, audit operations and PFMS</p> <p>(iv) Should have knowledge of MS Word and MS excel</p> <p>The other terms and Conditions for engagement, brief job description and terms of reference are enclosed at Annexure-I</p> |
| 8 | How to apply | <p>Application in the prescribed proforma (Annexure-II) alongwith self attested copies of all the requisite documents must be submitted latest by 3rd September, 2024 in an envelope super-scribing "Application for the post of Accountant" at the following address:-</p> <p>Secretary, CCSCSB, Room No. 361, B-Wing, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003 Tel: 011-24646961, 24624204, 24655798</p> |
| 9 | Walk-in interview to be held on. | To be communicated later |


 (Sujit Kumar Mishra)
 Secretary, (CCSCSB)

Copy to:

- i) DOPT Website
- ii) Notice Boards of LoK Nayak Bahwan Gates
- iii) Notice Board at CCSCSB Grounds

Terms & Conditions

1. Period of engagement

The period of engagement will be initially for one year from the date of engagement which may be extended upto a total period of 3 years subject to the requirement and satisfactory performance or until further order, whichever is earlier.

2. Selection Procedure

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. CCSCSB reserves the right to reject any application without mentioning any reason.

3. Remuneration

A fixed monthly lump sum amount of Rs.35,000/- shall be admissible. No TA/DA/HRA, shall be admissible.

4. Leave

The person so appointed shall be entitled for casual leave of 8 days in a year. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, he/she may be called on holidays or asked to sit beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ other Gazetted holidays, he/she may be given compensatory off.

5. Scope of Duties

During the period of such engagement, the Accountant would be required to perform the duties (annexed) of a dealing hand and if required, supervisory functions. He/she will report to SO/US depending upon the task assigned by CCSCSB

6. Office time and working hours

Working hours shall be from 9AM to 5:30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement.

He/She will be required to mark his/her attendance in Bio-metric System or in the attendance register.

7. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Accountant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

8. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case he/she desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

If the person so appointed is found unfit due to any reason or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

9. CCSCSB shall not be responsible for any loss, accident, damage; injury suffered by the person whatsoever arising in or out of the execution of his/her work including travel.

Work Details for Accountant

1. He will attend the office regularly. He will work in collaboration with accounting agency hired by CCSCSB and will look after the day to day accounting work.
2. He will prepare the final accounts along with accounting agency, including the balance sheet of the CCSCSB at the closing of the financial year and will assist in getting the same audited by the Chartered Accountants of the Society as well as from the auditors of the Comptroller and Auditor General of India and Internal audit.
3. He will prepare the Annual Budget of the Board and will keep track of income and expenditure. He will submit Income expenditure report to secretary, CCSCSB on weekly basis.
4. He will attend CCSCSB's meeting as and when annual report/annual accounts are discussed.
5. He will study audit observations in respect of accounts of CCSCSB for the past period, maintain the records as per audit observations and also prepare replies for the audit observations.
6. He will handle Income Tax Returns, Registration, Renewal & GST (where applicable) and will help to file returns in collaboration with Accounting Agency.
7. He will prepare the salary of Board Employees including statutory deductions.
8. He will prepare and maintain following registers:

Cash Book, Stock Register, Fixed Asset Register, Physical Bills/Vouchers, Cheque Issue Register, Bill Register, Expenditure Registers, Grant In Aid Register, Valuable Registers, Advance Register, Security Deposit Register, Inventory Consumable Register, RECORDS OF ITEMS PROCURED etc.

9. He is required to book expenditure in PFMS and generate report as and when required.
10. Any other work entrusted by CCSCSB.

Application for the post of Accountant on contract basis in CCSCSB

Photograph of the
applicant of passport
size

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|----|---------------------------------------------------------------------------|--|
| 1. | Name in full (Block letters) | |
| 2. | Educational Qualifications (from 10 th onwards) | |
| 3. | Date of Birth | |
| 4. | Date of superannuation from Govt. service | |
| 5. | Complete residential address | |
| 6. | Mobile Number | |
| 7. | E-mail I.D | |
| 8. | Brief particulars of experience (Post held, Area of experience etc) | |

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| 9. | Additional relevant information, if any, in support of your suitability for the said engagement, Attach a separate sheet, if necessary. | |
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I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Accountants.

(Signature of the Applicant)

Place:

Date: