

Advertisement No. No. VP/1/2012



VIGYAN PRASAR

(An autonomous organization under the Department of Science and Technology)

Vigyan Prasar is a dynamic national institute for science and technology communication engaged in developing communication material and strategies for science and technology outreach. Scientists with a flair for communication will find exciting opportunities in complex challenges while building fulfilling career. Applications on prescribed proforma are invited for the following post:

1) Accounts Assistant (01 post) Direct recruitment or on deputation.

Pay Band ₹ 9300-34800+4200 as Grade Pay plus allowances as per Central Government Rules.

Essential Qualifications and Experience:

- (i) A degree in Commerce from a recognized university, or equivalent
- (ii) 04 years of experience in finance and accounts, budget, annual accounts, handling of cash, rules and regulations for accounting stores and purchase in central government/autonomous bodies /PSUs.

Desirable:

- i) Diploma in Material Management
- ii) Working knowledge of MS Office and Tally
- iii) Cash & Accounts course from ISTM, New Delhi

Age Limit: 35 years (Relaxable for Government Servants and employees of autonomous institutions/recognized universities/PSUs upto 5 years in accordance with the instructions/orders issued by the central government)

a) Eligibility criteria for deputation

Accounts Assistant: i) Holding analogous post; or ii) With five years experience in post in pay band ₹ 5200-20200+2400 in government departments/ autonomous bodies and who fulfill all the qualifications and experience prescribed for direct recruitment (the period of deputation shall ordinarily not exceed 3 years). **Age:** Should have five years residual service in parent department.

b) Relaxation & Concessions

In respect of candidates belonging to Central /State Govt. employees, SC/ST/OBC/PH, relaxation/concessions will be applicable as per Central Government Rules.

c) Persons employed in Government/Semi-Government/ PSUs/Autonomous Bodies must submit their applications through proper channel. Advance copy of the application may be sent directly. The candidate would have to produce a no-objection certificate from the employer at the time of interview.

d) Selection Committee may relax qualification(s) regarding experience for exceptional candidates otherwise found suitable for the job advertised.

e) Applications in the prescribed format should reach the **Registrar, Vigyan Prasar, A-50, Institutional Area, Sector – 62, Noida 201 309. The last date in respect of applications received only (by post) from candidates is 06th August, 2012.** The qualifications / reservation and experience claimed must be backed by authenticated documentary proof duly attested by a Gazetted Officer. Each application should be signed by the candidate with the date. The envelope containing the application must be superscribed in bold letter as "**Application for the post of**" and also indicate whether applying for "**Deputation / Direct Recruitment**". Age limit is to be reckoned from the date of the advertisement. The candidates claiming reservation must enclose caste certificate / disability certificate, as the case may be, in the prescribed proforma issued by the competent authority to issue such certificates. The same may include exclusion from Creamy Layer in the case of OBC candidates.

Applications will be screened and only deserving candidates would be called for test/interview. Merely fulfilling the minimum qualifications will not entitle a candidate to be called for test/interview.

Incomplete or unsigned applications, lacking information asked for, are liable to be rejected summarily. Canvassing in any form will be a disqualification. Outstation SC/ST/PH candidates called for interview would be reimbursed single II class rail-fare by the shortest route on production of ticket/railway receipt.

APPLICATION FORMAT

1. Post applied for
- 1a. Deputation / Direct Recruitment :
2. Advertisement No. :
3. Name in full (in block letters)
4. Date of Birth :
5. Nationality
6. Father's/Husband's Name :
7. Address for Correspondence
8. Permanent Address :
9. Nearest Railway Station

Passport
size
photograph
to be
pasted

10. Educational/Professional qualifications indicating chronologically the examinations passed:

Qualification	University/Board	Year of passing	Class	Percentage of marks	Subjects taken

11. Whether SC/ST/OBC/Ex-servicemen/Physically Handicapped:
(Please specifically write Yes/No. If yes, please write category to which you belong).
12. a) Details of previous and present employment held, if any, in chronological order starting from present position backwards:

Name of employer with address	Post held	Pay Band	Last pay Drawn	Period of Service	Nature of Service	Reason for Leaving Service

- b) Awards won if any :
- c) Research experience :
(Please give details)
13. If selected, the minimum time required to join:
14. Any other additional relevant information including reference:
15. Have you ever been detained in Police Custody? If yes, give complete details of it :
- 16.a) Whether you have been convicted by any Court of Law or not ?
If yes, please give complete details thereto:
- b) Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto:
17. Whether applied for any post in Vigyan Prasar before (if so, furnish details such as name of the post, advertisement number, post number, date of interview, etc.).

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

18. Signature of the candidate with date :

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