

National Gallery of Modern Art, New Delhi

Terms of reference for the post of Accounts Officer (Accounts & Establishment)

1.	Purpose of assignment	:	To provide financial advice / administrative support to Director, NGMA in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none">• To conduct and implement sound accounting and personnel management functions.• Formulation of Budget proposals of Plan, Non Plan and Capital Expenditure.• Formulation of Annual plan and Performance Budget including all NGMA branches.• Allocations of Funds to lower formations and monitoring of Plan and Non-plan expenditure.• Timely submission of all financial information reports to the Ministry.• Keep watch on the Revenue Collection and its proper accounting and ensure books of Accounts are maintained properly.• Verification and authentication of all bills of vendors and claims of employees viz. Pay Bills / Medical / TA & DA claims etc.• To ensure and have the accounts of the organisation audited regularly.• Framing and amendment to existing Recruitment Rules.• Maintenance of service records of all employees.

			<ul style="list-style-type: none"> • To Guide and supervise the performance of subordinate staff members. • Outsourcing of Housekeeping and security services in NGMA, New Delhi. • Procurement and management of stores and materials. • To ensure general maintenance of building equipments and providing efficient administrative functions. • Any other functions assigned by Director (NGMA) depending on exigencies of work.
3.	Duty, Station & Timings	:	New Delhi. NGMA functions 6 days a week from 9.45 am to 5.15 pm
4.	Supervisor	:	Will report to Assistant Director (Finance & Administration) / Director (NGMA).
5.	Estimated duration of contract	:	12 months, can be curtailed or extended at the discretion of Competent Authority.
6.	Remuneration	:	Rs. 25,000/- per month, all inclusive, subject to deduction of tax at source as per Rules.
7.	Qualification	:	Atleast A Degree in Commerce/Arts and having successfully passed the SAS Examination or having undergone and passed the Cash & Accounts Training imparted by the ISTM.
8.	Experience	:	Retired officials of the level of Accounts Officers in organised accounts service or Section Officers of CSS with atleast 6 years experience in Accounts & Establishment matters. Excellent writing and computer skills are a must.
9.	Maximum Age Limit	:	62 years, relaxable at the discretion of the selection committee in the case exceptionally qualified and experienced candidates.