

ACADEMY OF TRIBAL LANGUAGES AND CULTURE

(ST & SC Development Department, Govt. of Odisha)

Adivasi Exhibition Ground, Unit-1, Bhubaneswar - 751009

No. 327 /ATLC, Bhubaneswar, dated 01.07.2014.

Engagement of Retired Account Person

Applications are invited from retired persons for engagement in ATLC as Accountant on contractual basis with a consolidated remuneration of Rs. 12,000/- per month with terms and conditions as per ToR attached subject to suitability adherence to the required essential qualification.

Essential Qualification:-

- Officials retired from Secretariat/ Heads of the Departments preferably from ST & SC Development Department not below the rank of Section Officer/ Senior Accountant below 62 years of age.
- Experience in financial record keeping will be given preference.

Last date of Submission of Application: -15th July, 2014

Date of Personal appearance: -To be intimated to the persons after scrutiny of applications.

The application completed in all respect should be sent to the **Member Secretary, ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751009 through registered/ speed post.** At the top of the envelope '**Application for Selection of Accountant**' should be superscribed in red ink.

- The undersigned reserve the right for rejection of application (any or all) and cancellation of advertisement without assigning any reason thereof.


01.07.14
Member Secretary

TOR for Engagement of Accountant in ATLC

The Academy of Tribal Languages and Culture (ATLC) an autonomous organization under the administrative control of ST & SC Development Department invites application from retired person for engagement in ATLC as Accountant on Contractual basis as per following terms and conditions.

1) Essential Qualification:

a) Official retired from Secretariat/ Heads of Department preferably from ST & SC Development Department not below the rank of Section officer/ Senior Accountant.

b) Experience in financial record keeping.

2) **Age Limit:** Within 62 years of age.

3) **Remuneration:** A consolidated amount of Rs. 12,000/- per month.

4) **Scope of Service:** The Accountant will perform the following duties at ATLC.

a) Routine Basis:

- i. Checking of Bills & Vouchers, Book keeping and Maintenance of cash Book, Bank Account and Receipts.
- ii. Cheque Books, Reconciliation of Bank Accounts.
- iii. Assisting in Budget Preparation.
- iv. Preparation Cheque relating to IT, TDS, VAT.
- v. Maintenance of cash book related files.
- vi. Preparation of bill, Pay rolls, EPF of Staffs.
- vii. All office correspondence relating to establishment affairs.
- viii. Other works as and when assigned.

b) Occasional Basis:

- i. Assist in preparation of Annual report.
- ii. Assist in conducting G.B., G.C. as per byelaw of ATLC.
- iii. Assembly Matters/ RTI.
- iv. Assist in conducting functions, Mela, Seminar, Workshops etc.

Mode of Selection:

- The candidate will have to appear before the committee for the post.

Terms of Contract:

- After selection of the candidate, engagement for the post of Accountant shall be for 6 Months and the service shall be renewed based on performance.
- The candidate has to sign an agreement with ATLC for the service and has to abide by the rules and regulations of ATLC.