



National Academy of Agricultural Sciences
NASC Complex, DPSMarg, New Delhi-110012
Website: www.naas.org.in; Email: naas-mail@naas.org.in

The National Academy of Agricultural Sciences, a society registered under the Societies Registration Act invites applications from retired person for filling up the following post:

1. Budget and Accounts Executive (one post)

For job requirement, eligibility, age, remuneration and other terms & conditions of appointment, please visit Academy's website: www.naas.org.in.

The Applications should be addressed to the Secretary, National Academy of Agricultural Sciences, NASC, Dev Prakash Sastry Marg, New Delhi 110012 and reach to him on or before 21st February 2022.

Secretary

**Qualifications and job requirements for the
Post of Budget and Accounts Executive**

The National Academy of Agricultural Sciences, a society registered under the Societies Registration Act, 1860, invites applications from the interested and eligible retired persons for the post of Budget and Accounts Executive to reach the Secretary, National Academy of Agricultural Sciences, NASC, Dev Prakash Sastry Marg, New Delhi 110012 on or before 21st February 2022 in the enclosed format.

Remuneration: last pay minus Pension plus DA at current rates subject to maximum of Rs. 50000/-

<u>Qualifications:</u>	:	A retired Assistant Accounts Officer or above in a Govt. Department with minimum of 20 years services in Govt./Scientific Organizations familiar with Govt. Of India's rules and procedures and had passed Subordinate Accounts Service Examination of any of the All India organized Finance & Accounts Departments.
<u>Job requirements:</u>	:	The Budget and Accounts Executive will be responsible for processing of bills, writing of cheques, cash book, drawl and disbursement of cash, reconciliation of bank accounts, preparation of Income & Expenditure Account and Balance Sheet, filling of Income Tax Return, maintenance of EPF Account and investment of funds, etc.
<u>Age</u>	:	Less than 65 years as on 31.12.2021
<u>Period</u>	:	The normal period of engagement will be 3 years, which may be extended based on the review of satisfactorily performance. In case of non-satisfactory performance, the initial period of 3 years may be terminated at any time by giving one month notice.
<u>Recruitment Process</u>	:	After sorting out the applications received, the eligible candidates will be required to appear for interview.

Application form

CURRICULUM VITAE

1. Name :
2. Father's Name :
3. Date of Birth :
4. Age (as on 31.12.2021) :
5. Present Address :
6. Permanent Address :
7. Tel / Mobile No :
8. Email ID :
9. Educational Qualification :
10. Professional Qualification :
11. Languages Known :
12. Nationality :
13. Category (General/SC/ST/OBC) :
14. Date of Retirement :
15. Post held last with Pay Band & Grade :
Pay
16. Complete Address of the Organization :
where worked last

17. Particulars of Service

S. No.	Post held	Period		Nature of work handled
		From	To	

18. Special achievement if any :
19. Minimum Honorarium acceptable :

Date:

Place:

Signature