

**NATIONAL BRAIN RESEARCH CENTRE (NBRC), Manesar-122 052, Gurgaon,** requires an **Account Administrative Assistant (DeLCON Project)**

Interested candidates fulfilling the following requirement can submit their bio-data along with self attested copies of certificates in support of their qualifications and experience mentioned in the bio-data latest by **21<sup>st</sup> January, 2019** to **The Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar-122 052, Distt- Gurgaon (Haryana)**

<b>Essential qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Commerce (B. Com.) along with 01 year relevant experience preferably in Govt. / Semi Govt. Organization / Public Sector Undertaking / Autonomous Organization, Educational Institutions, Universities etc.</li> </ul>
<b>Desirable qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Candidates having a degree of MBA (Finance) or ICWA will be preferred</li> <li>• Knowledge of financial rules, Accounting procedure and Preparation of Budget</li> <li>• Knowledge of Tally, MS-Office etc.</li> </ul>
<b>No. of Position</b>	<ul style="list-style-type: none"> <li>• One</li> </ul>
<b>Fixed Emoluments</b>	<ul style="list-style-type: none"> <li>• ₹ 25,000/- per month (consolidated)</li> </ul>
<b>Mode of appointment</b>	<ul style="list-style-type: none"> <li>• In a project on contract &amp; co-terminus with the project</li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>• Initially for a period of one year which may be extended on the basis of performance review and requirement or till the project lasts, whichever is earlier.</li> </ul>
<b>Age Limit</b>	<ul style="list-style-type: none"> <li>• Not exceeding 30 years as on <b>21<sup>st</sup> January, 2019</b></li> </ul>

**Note :**

1. No TA / DA will be payable to the candidates for attending the interview.

**Application for Account Administrative Assistant  
(DeLCON Project)  
Advertisement No. 06/2018**

1. **Full Name in Capitals** :
2. **Date of birth** :
3. **Gender** :
4. **Category** :
5. **Marital status** :
6. **Nationality** :
7. **Address for communication :**
8. **Contact numbers** :  
(landline and mobile) :
9. **E-mail ID** :

A copy of  
colour  
photograph

10. **Details of educational qualifications starting from 10<sup>th</sup> Class onwards :**  
(Attach copies of certificates)

Qualification	Board/ University	Date of Commencem ent	Date of Passing	% Marks	Class / Division

11. **Details of work experience :**

**General Conditions: -**

1. Initially for a period of one year and further extendable on the basis of requirement based on the performance of the candidate for a further declared period or till the project lasts whichever is earlier with a probationary period of six months (applicable if the candidate is selected on contract basis).
2. Canvassing in any form will be a disqualification.
3. Competent authority in exceptional cases may relax requirements of age / educational qualification/ experience.
4. The posts advertised shall be need based without any commitment for its filling, and number of vacancies may vary.
5. Advertisement No. and Name of the post applied for should be clearly mentioned on the Envelope and on the Application Form, failing which the application will not be considered. Applications received after the last date, without self-attested copies of testimonials and certificates etc. / incomplete applications may be rejected.
6. The applicants in Government / Semi-government Organizations / Public Sector Undertaking Autonomous Organizations must send their applications “Through Proper Channel”. The applications received without the recommendations of the Employers will not be considered.
7. Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this respect and interim enquiries will not be attended to.
8. Applications received after due date may not be considered.
9. The job contract will be regulated as per the terms of the project and the prevailing rules and procedure followed at NBRC time to time.
10. No communication will be entertained in this regard.

**DECLARATION**

I hereby declare that all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed and material information which may debar my candidature for the position applied for. In the event of suppression or distortion of any fact or educational qualification, etc. made in my application form, I understand that I will be denied selection and if already selected to the said position in the Institute, my services will be cancelled / terminated forthwith.

Signature of the candidate

**CERTIFICATE**

(To be filled up by the Head of Organization / Institution where the applicant is currently employed)

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution / Organization has no objection to the candidature of the applicant being considered for the post applied for. It is certified that no vigilance / disciplinary case is pending or contemplated or initiated against the official. The integrity of the official is beyond doubt.

Signature.....  
Head of the Institution / Organization with seal)

Designation.....

Address.....

.....

Code No.....

Tele No.....

File No.....

Date.....