

## Engagement of Contractual Manpower in NMML

Applications are invited from eligible candidates for the post of Accounts Assistant purely on temporary and contract basis on consolidated remuneration initially for a period of Six Month and may be considered for extension based on performance and requirement.

Eligible candidates can apply by submitting offline application along with the required documents as per details specified in the terms and conditions published along with detailed advertisement and should reach to the **“The Director, Nehru Memorial Museum & Library, Teen Murti House, New Delhi- 110011” on or before 19<sup>th</sup> May , 2023**. Applications received after the due date in NMML shall be summarily rejected. For detailed advt. with eligibility criteria, remuneration, age and application proforma login to NMML website. i.e <http://nehrumemorial.nic.in/>

**Terms & Conditions:**

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Incumbent will be hired purely on a contract basis initially for a period of six months which may be further extended based on performance /requirement. No. of the post advertised may vary depending upon the requirement. NMML reserves the right to terminate the contract at any time without assigning any reason thereof.
2. Applicants are required to come with original documents along with a set of self-attested copies of documents and submit the hardcopy of the duly filled application form, directly on the date of interview.
  1. Marksheet of Class X.
  2. Marksheet of Class XII.
  3. Qualification Degree/Certificate & Final consolidated Mark sheet clearly mentioning aggregate percentage or CGPA as per requirement for the post applied. If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.
  4. Self-attested experience certificates (including the Experience letter from the current place of working)
  5. Last month' s Pay slip along with 6-month Bank Statement.
  6. Aadhar and PAN Card
  7. Resume of the candidate.

The cut-off date for calculating age and experience shall be 19th May 2023.

3. Duly filled offline application, self-attested supporting documents should be submitted on or before 19/05/2023 to the address given below:

**The Director,  
Nehru Memorial Museum & Library,  
Teen Murti House, New Delhi- 110011**

4. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
5. Name of the Applicant in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his/her name subsequent to X, the evidence to that effect should be furnished at the time of the interview.
6. Canvassing/trying to influence NMML employees to secure the job in any manner shall disqualify the candidate.

7. NMML reserves the right not to fill any vacancy advertised.
8. NMML has the right to accept or reject the application without assigning any reason thereof.
9. A few deserving shortlisted candidates may also be kept in panel for future requirement. It does not entitle the empanelled candidate to claim as right to employment. Candidates may be called as per requirement of NMML.
10. Applicants are advised to visit the website of NMML for any updates. No common communication shall be made in an other form separately.
11. Selection of candidate for appointment to the above-mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.
12. The offer of appointment for the selected candidate will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
13. Candidates will not be entitled to claim any TA/DA for appearing in Interview.
14. In the case of any legal dispute, the jurisdiction shall be Delhi.

### **Selection Procedure**

1. Candidates will be selected on the basis of their performance in interview.
2. Interview shall be conducted Offline at the address mentioned above. Candidates are advised to check the website regularly for any information.
3. If there is more no. of applications, NMML may conduct a written exam or set minimum criteria to shortlist the applications.
4. The qualification of candidates must be from a recognised University/Institution.

### DETAILED ADVERTISEMENT

Name of Post	Accounts Assistant
No. of Post	1 (One)
Age	25-30
Qualification	<ol style="list-style-type: none"><li>1. B. Com from the recognized University.</li><li>2. Full working Knowledge of MS Office, Tally ERP.</li><li>3. Candidate must have knowledge of All accounting work like balance sheet finalization, TDS, and Income Tax.</li><li>4. Must be expertise in taking care of the Accounting and Financial aspect of the organization.</li><li>5. Able to work in a fast-paced environment.</li></ol>
Work Experience	At least 4 years' Work experience in Finance and Accounts
Work Profile	<p>The incumbent would be reporting to Finance and Audit officer. Responsible for all accounts duties pertaining to finalization, maintenance of accounts, annual budget and annual account reports, as per govt. guidelines etc and all ancillary activities like: -</p> <ol style="list-style-type: none"><li>1. Preparation and Consolidation of all Financial Statements.</li><li>2. Update accounts receivable accounts payable and perform reconciliations.</li><li>3. Assist in the processing of balance sheets, income statements and other financial statements according to company accounting and financial guidelines.</li><li>4. Review of expenses, payroll records etc.</li><li>5. Vendor Payments</li><li>6. Verification and Monitoring of Monthly TDS remittance and Challans</li><li>7. Responsible for payment and management of all taxation such as TDS, Service Tax, PF, Professional Tax, ESI, Sales Tax etc.</li></ol>
Remuneration:	Rs. 38,500/- per month*
Contract Period:	Initially for a period of six months. Extendable based on performance /requirement.
Employment Type	Full Time on a contract basis

\*The Remuneration mentioned above is consolidated salary. The selected candidate will not be paid any other financial benefits like Medical, HRA, Transport etc. except the consolidated salary.

**APPLICATION FORM FOR THE POST OF ACCOUNT ASSISTANT,  
PRADHANMANTRI SANGRAHALAYA, NEHRU MEMORIAL MUSEUM AND  
LIBRARY, NEW DELHI**

**Providing All Information is Compulsory**

<b>Name (BLOCK LETTER)</b>							
<b>Date of Birth DD/MM/YYYY</b>							
<b>Age as on last date of submission of application</b>							
<b>Place of Birth</b>							
<b>Father's/Mother's or Spouse's name</b>							
<b>Permanent Address in full</b>							
<b>Present Address in full (correspondence)</b>							
<b>Mobile No.</b>							
<b>Alternate Mobile No.</b>							
<b>Email ID</b>							
<b>Confirmed Email ID</b>							
<b>Educational Qualifications in Chronological order (please attach copies of self-attested certificates Mark sheet etc.)</b>							
Sl. No.	Exam Passed	University /Board	Date of entering	Date of leaving	Examination Passed (year)	Division /Grade	Subject
1.	10 <sup>th</sup> Class						
2.	12 <sup>th</sup> Class						

3.	B.COM						
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**Professional Qualification in Chronological order (please attach copies of self attested certificates Mark sheet etc.)**

Sl. No.	Exam Passed	University /Board	Date of entering	Date of leaving	Examination Passed (year)	Division /Grade	Subject
1.							
2.							
3.							

**Details of Employment in Chronological order (Enclose experience certificates)**

Sl. No.	Name of Office / Organization	Post held	From	To	Per Month Remuneration	Nature of Duties

**Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)**

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(Signature of the Candidate)

Place:

Date: