



NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT

Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131028, Distt.- Sonapat, (Haryana),

Notice

Ref. No.:- N/DE/R/2020/09

Date: 09-02-2021

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) requires efficient, experienced and competent personnel for the following post, to be deployed through outsource basis.

S. No	Post	No. of Post	Qualification & Experience,	Consolidated Monthly Remuneration
1.	ASSISTANT ACCOUNTS (outsource basis)	01	<p>Graduate in Commerce, Two years relevant experience in accounts.</p> <p>Job Responsibility as under:-</p> <p>Preparation of manual register/file of each project that holding all projects of NIFTEM for the head wise to depict receipt and expenditure for all the research projects and statement of expenditure with their budget allocations.</p> <p>Preparation of utilization certificates separately, Statements of database of all the grants received and uploading of utilization certificates on PFMS portal (EAT Module).</p> <p>To provide information to PIs and sponsoring agencies and prepare monthly expenditure statements of each project.</p> <p>To create a unique no. for each research project.</p> <p>The forthcoming INI status for the Institute will bring in more projects and owing to this increase it desirable to set up a system for handling this project in mannered way.</p> <p>Any other work as assigned by NIFTEM time to time.</p>	<p>Rs 20,000/-</p> <p>Minimum wages</p> <p>Variable Dearness Allowance (VDA) Rate applicable as per the order Issued by Govt. of India</p>

For application format, please visit our website www.niftem.ac.in
Applications must reach the office of Assistant Registrar (Pers.), NIFTEM at the above mentioned address on or before 21/02/2021 upto 5:00 PM.

Assistant Registrar (Pers. Deptt.)