

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-३ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-११०००१
दूर. ०११-२३३४०२८०



National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
Ground Floor, Gate No.3 A, Jeevan Tara Building,
Parliament Street, New Delhi-110001
Telephone No. 011-23340280
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ENGAGEMENT OF CONSULTANTS IN NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS (NESTS)

Ministry of Tribal affairs was set up in 1999 with the objective of providing a more focused approach towards the integrated socio-economic development of the Scheduled Tribes in a coordinated and planned manner. To provide the best quality education to the tribal children in their own environment, it has been decided that every block with more than 50% ST population and at least 20,000 tribal persons, will have an Eklavya Model Residential School (EMRS). In order to function EMRS effectively, an Autonomous Society viz National Education Society for Tribal Students (NESTS) has been set up at the Central level under Societies Registration Act 1860. Further details may be seen at <https://tribal.nic.in/EMRS.aspx>.

To achieve the above objective, NESTS is engaging qualified and experienced professionals for following posts purely on contractual basis. The incumbent shall not have any claim for regular appointment under the Ministry/NESTS.

S.No.	Position	Specialization	Age Eligibility	No. of Posts
1	Consultant Grade II	Finance	50 Years	01
2	Consultant Grade I	Human Resource	45 Years	01

Interested candidates having requisite qualifications may submit their applications, duly filled in the prescribed format along with comprehensive CV (PDF file only) on e-mail ID nests-tribal@tribal.gov.in within 15 days from the date of advertisement. Separate application should be submitted for each position. Applications received after due date/time will not be considered by NESTS/Ministry. **The subject of the email should contain the name of the post for which the application is being submitted by the candidate.**

Format of application at annexure-I & eligibility details at annexure-II.

APPLICATION FORM**Post Applied for:-** _____Photograph to be
attached here

1.	Name of the Candidate			
2.	Date of Birth			
3.	Sex			
4.	Father/Husband's Name			
5.	Correspondence Address			
6.	Mobile no			
7.	Mail id			
8.	Educational Qualification (Chronological order)			
Sl. No.	University/Institute	Degree	Year of passing	% / Grade
I.				
9.	Technical Qualification:			
10.	Experience (Chronological order)			
Sl. No.	Name & Address of the Organization	Designation	Years of experience	Brief job description
I.				
11.	Additional information, if any, which you would like to mention in support of your suitability for the post:			

*(Kindly attach detailed CV including passport size photograph)**I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.***Date:****Place:****Signature of the Applicant**

Annexure II

Required Qualification / Experience, job profile and remuneration for the Consultants

S.No.	Position	No. of Position	Academic Qualifications	Work Experience	Age Eligibility	Remuneration	Job Profile
1.	Consultant Grade II - Finance	01	Chartered Accountant	10+ years of relevant experience.	Upto 50 years	Rs. 1,45,000 - 2,65,000/-	1. Finalization of Balance Sheet a. Preparation and Finalization of Financial Statement b. Audit assurance and liasioning with Statutory Auditors and CAG Auditors 2. Fund Management and Banking – a. Fund management and coordination with bank for day-to-day activities. b. Establishing a proper accounting system for NESTS. c. Managing PFMS for all incoming and outgoing accounting transactions. 3. Accounting and Payment processing – Overall supervision of following day-to-day functions performed by the accountants with respect to: a. Month end closing as per accrual accounting system. b. Salary processing for all regular employee through PFMS. c. Professional Fee payment and all vendor payment through PFMS. d. Fund transfer to EMRS Societies for Recurring and Capital nature as per sanction order.

S.No.	Position	No. of Position	Academic Qualifications	Work Experience	Age Eligibility	Remuneration	Job Profile
							e. Payment to construction agencies as per sanction order. f. Making payment for NPS, GPF and GIS for regular employees. g. All accounting entries are doing in tally software for record purpose. h. Making filing system for all vouchers/documents for Audit purpose. i. TDS payment and return filing. j. GST payment and return filing. k. Coordinating with State EMRS Societies to collect utilization certificates & actual expenditure. 4. Utilization Certificate & Actual Expenditure – a. Preparation and Submission of utilization certificate to the concerned Ministry as per GFR format. 5. Other Misc. Tasks as per requirement – a. Resolving PFMS related query for all the state EMRS Society. b. Pay fixation note preparation for regular staff. c. Preparing reports as per requirement and instruction given by NESTS officials. d. Coordination with other Government Agencies to establish a system in NESTS.

S.No.	Position	No. of Position	Academic Qualifications	Work Experience	Age Eligibility	Remuneration	Job Profile
2.	Consultant Grade I (Human Resource)	01	Master's Degree in Human Resource Management OR PG diploma in Human Resources Management from a recognized University/Institution	3-8 years of relevant experience in Government / Social / Education sector.	45 Years	Rs. 80,000 to Rs. 1,45,000	• Conduct detailed analysis of existing staff in the schools with regard to their recruitment procedure, trainings undergone, vacancies, remuneration etc. • Support in recruitment process of teaching and non-teaching staff of schools. • Support in developing a common framework for recruitment of teachers in different states keeping in mind the local conditions including reservation policies etc. • Maintaining all EMRS HR files and databases. • To look after establishment matters. • Drafting Service rules, conduct rules, medical policy etc. • Maintaining records relating to grievances, performance reviews and disciplinary actions. • Advice and ensure compliance of extant Govt. orders/instructions applicable to Autonomous bodies. • Upkeep and maintenance of records. • Deal with important issues like Parliament Question, VIP References, RTI applications etc. • Deal with Miscellaneous issues like Public Grievances and other representation received from

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							employees of EMRS/Society or any other persons/organization. • Deal with the issues relating to Court Cases of EMRS or related issues. • Any other work assigned by the competent authority time to time.

