



Smt. G.R. Doshi & Smt. K.M. Mehta
Institute of Kidney Diseases and Research Centre,
Dr. H.L. Trivedi Institute of Transplantation Sciences



Opp. Trauma Centre, Civil Hospital Campus, Asarwa, Ahmedabad – 380 016.

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No: IKDRC/admin/retired AO-II/ - 1- /2024

Date: 19/01/2024

Recruitment of Account Officer Class-II

Applications in prescribed proforma (enclosed) are invited from retired Account officer of Government of Gujarat for engagement of two Account Officer Class-II at Institute of Kidney Diseases and Research Centre Ahmedabad on Contract basis. (Pay Minus Pension)

1. **Post qualification experience:** The applicant should have retired from Gujarat Government
2. **Age Limit:** 58 to 65 Years.
3. **Job responsibilities:**
 - i. Final checking of all vouchers viz receipts, payment & journal on regular basis.
 - ii. Final checking/vetting of all annual accounts of IKDRC.
 - iii. Working of all statutory compliances viz Income Tax/GST-- regular on monthly basis.
 - iv. Final calculation of tax liability of all employees & pensioners of IKDRC
 - v. Advances on accounting matters from time to time
 - vi. Filing of TSD return & generation of Form 16/16A
 - vii. Any other works assigned from time to time by Director, IKDRC-ITS
4. **General Conditions:**
 - i. The engagement shall be purely on contract basis (Pay Minus Pension) for an initial period of 1 year. The maximum number of term shall be restricted to 5 years, subject to requirement of IKDRC and satisfactory performance of the Account Officer which shall be reviewed on yearly basis. Further, no retired officer shall be hired on short term contract basis beyond the age of 65 years
 - ii. The retired officers shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amounts fixed shall remain unchanged for the terms of contract.
 - iii. No annual increment/percentage increase, dearness allowance, transportation allowance and house rent allowance shall be allowed during the contract.
 - iv. IKDRC reserves all rights to terminate the contract without assigning any reason by giving one month notice at any time during the engagement period.
 - v. The selected candidate will be required to work in IKDRC-ITS
 - vi. The candidate shall be required to attend the office of IKDRC-ITS from 10 AM to 6 PM.
 - vii. All Taxes will be deducted at source as per Govt. instructions.
 - viii. The candidate would be required to maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of engagement.

- ix. No TA/DA will be paid for attending the interview.
- x. IKDRC reserves the right to not fill up the advertised post without assigning any reason.
- xi. Interested candidate may send their applications in the enclosed prescribed format, within 10 days from date of publication of advertisement in newspaper, with a set of photocopies and certificates of retirement notification and copy of PPO & LPC.


Director

IKDRC-ITS-Ahmedabad

APPLICATION FOR THE POST OF ACCOUNT OFFICER

Latest Photo

1	Name of Applicant Address, Contact No & email ID (in capital letters)	
2	Education Qualification	
3	Date of appointment	
4	Date of retirement	
5	In case of Voluntary Retirement, ground on which retired	
6	Basic pay at the time of retirement	
7	Name of office from which retired and post held	
8	Working Experience	
9	Last Pay Certificate	
10	Pension Pay Order (PPO)	

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place _____

Date _____

(Signature of Candidate)