

WALK-IN-INTERVIEW

Software Technology Parks of India, an autonomous society under Govt. of India, Ministry of Electronics & Information Technology hereby invites the retired officers not below the rank of Dy. Secretary from Central Government/State Government/PSUs/Statutory/Autonomous Bodies etc. for walk-in-interview to be held on 01.03.2021 at 11.00 AM at STPI-HQ, Office Block-1 Plate-B, 1st Floor, East Kidwai Nagar, New Delhi-110023, for engagement as Consultant (Finance) on contractual basis. The details terms & conditions are as under:-

Number of position: 01

Job description:

Handling various important assignments like CAG audit, Statutory audit, Budget preparation, Matters related to Income tax Appeals Compliances of STPI ECPF Trust, Pension related matters, Gratuity matters, handling of Projects Finance Committee meetings, Government Body meetings etc. Further, long pending pension cases of retired employees are to be followed with EPFO. Besides tracking and timely submission of Utilization certificate to MeitY.

Period of Contract: Initially for 01 year which may be extended further on mutual consent & as may be decided by STPI.

General Terms & Conditions:

- i. The appointment will be on purely contract basis.
- ii. Initially contract would be for a period of 01 year which may be extended for further as may be decided by STPI.
- iii. The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment.
- iv. The Income tax or any other tax liable to be deducted as per the prevailing rules; will be deducted at source before effecting payment.
- v. The intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for STPI shall remain with the STPI. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the STPI, without the express written consent of the STPI. The contracted professional shall be bound to hand-over the entire set of records of assignment to STPI before the expiry of the contract, and before the final payment is released by STPI.
- vi. The contracted professional appointed by STPI, shall in no case represent or give opinion or device to others in any matter which is adverse to the interest of STPI.
- vii. The Consultant to be appointed is required to attend the office on all working days.
- viii. STPI reserve the right to cancel this advertisement and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanation, whatsoever to screen the candidate, if felt necessary.
- ix. STPI shall also reserve the right to terminate the agreement/contract with or without giving any explanation.
- x. The candidate shall be evaluated by a duly constituted committee based on their qualification, experience and performance in the interview. Recommendations of the committee shall be considered for making appointment.
- xi. The remuneration on the candidate may be decided based on the recommendation of the committee.
- xii. No TA/DA will be provided for appearing the interview.
- xiii. The result shall be intimated by letter/e-mail & on phone to selected candidate.
- xiv. Walk-in-interview shall be held on 01.03.2021 at 11.00 AM at STPI-HQ, Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar, New Delhi-110023. The documents verification will be done from 10.00 AM. The interested candidates shall visit along with the following documents to appear in the interview:
 - (i) An application on a plain paper along with bio-data having latest passport size photo on it will have to be produced before the interview committee.
 - (ii) Self attested copies of the certificates in regard to age, qualification, experience Aadhaar Card etc. will have to be produced before the Interview Committee.
 - (iii) Self attested copy of Aadhaar Card, Pan Card, PPO (if available) etc.

(CAO-cum-Registrar)
Software Technology Parks of India