



INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE (IGSTC)

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Vacancy for the position of “Chief Administrative Officer”

The Indo-German Science and Technology Centre (IGSTC) www.igstc.org is an autonomous bilateral organization established by the Governments of India and Germany to facilitate Indo-German networking through substantive interactions among government, academia/research system and industry to foster innovation and industrial application for the overall economic and societal development of both countries.

IGSTC invites applications for the post of “Chief Administrative Officer”.

1. Essential qualification:

‘Master’s degree in commerce’ OR ‘MBA with specialization in Finance with bachelor’s degree in commerce’ from a reputed educational institution.

2. Work experience:

Minimum fifteen years of experience in relevant field of Finance and Administration, preferably in Not-for-Profit Organizations/Government Autonomous Institutions/Registered Societies/Government of India departments.

3. Desirable experience:

- Familiar with Indian Accounting System and understanding of Scientific organization, Government of India rules & regulations and policies related to finance and administration.
- Experience in dealing with international/Indo-German cooperation.
- Experience in dealing with scientific organisations/ministries, government bodies, bilateral institutions.
- Knowledge of latest accounting tools.

4. Terms of Appointment:

- Direct recruitment or on deputation basis as per Government of India norms with relevant experience in finance and administration.
- The position is governed by IGSTC recruitment rules.

5. Nature of Position: The position is contractual in nature initially for a period of 3-5 years as per IGSTC norms with possibility of extension of tenure up to the age of 60 years depending upon the annual evaluation of performance and appraisals.

6. Remuneration: The salary will be consolidated at a basic pay range between Rs.80,000 to Rs.1,71,487 in the position level 8 (of IGSTC policy) and all other applicable allowances & perquisites (such as HRA, Transport Allowance, Medical OPD, EPF, etc.) as per IGSTC policy. The final emoluments will be commensurate to qualifications, experience and performance at the interview.

7. Maximum Age: Maximum age limit is up to 52 years as on 30th October, 2023.

8. Mode of Selection: Direct/Deputation through written test/group discussion/personal interview.

9. Number of Posts: One (01).

10. Job Responsibilities:

- i. Will be reporting to the Director of the Centre.
- ii. Ensure efficient and smooth functioning in the lead role for administration, financial affairs, internal control, and compliance of the Centre.
- iii. Ensure the applicability of rules and regulations related to finance and administration.
- iv. To be an interface between Scientific/Programmatic operations and the Finance/Accounts team to ensure financial monitoring, grant utilization and preparation of budget forecasts.
- v. Ensure seamless workflow within the system framework for the successful implementation of the various programmes of the Centre through establishment and follow up of good and transparent processes and control systems.
- vi. Assisting Director and Scientific team in outreach of various programmatic activities of IGSTC with Federal agencies, Research institutions, Academia and Industry in India and Germany.
- vii. Finalization of accounts in accordance with best practices for Bilateral organizations/Not-for-Profit organizations/Registered Indian Societies and as per the accepted Standards of Accounting. Ensure Internal and Statutory Audit of the accounts at regular intervals.
- viii. Liaising with all services and auxiliary agencies/institutions and rendering support for the smooth implementation of the programs of the Centre.
- ix. Maintaining regular external relations with the nodal ministries and agencies in India and Germany.
- x. Responsible for all compliances and statutory requirements of the Centre.
- xi. Contract Management for procurement of goods & services and management of inventory of the Centre.
- xii. Manage upkeep of the office premises.
- xiii. Assist Director, IGSTC in overall governance of the Centre.
- xiv. Travel within India and to Germany for official meetings.
- xv. Any other responsibility as assigned by the Director.

11. General Instructions for the Applicants:

- Applications received after the closing date or not in prescribed application format or received incomplete in any respect are liable to be summarily rejected. No representation against such rejections will be entertained.
- No TA/DA for attending interview will be admissible.
- IGSTC reserves the right to fill vacancies arising after this advertisement under this recruitment process until the validity date of the panel of recommended the candidates in the main list or waiting list. IGSTC also reserves the right to cancel the recruitment without assigning any reason.
- The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. IGSTC may restrict the number of candidates to be called for interview through a shortlisting process based on a well-defined criterion which may include possession of desirable qualifications and/or experience prescribed in the advertisement and/or qualifications/experience/age limit as per the specific requirements of IGSTC.
- No correspondence will be entertained by candidates who are not called for interview. Canvassing in any form will result in disqualification of the candidate.
- Only shortlisted applicants will be contacted for further processing. IGSTC reserves the right not to hire anyone or re-advertise if a suitable person is not found for the position. IGSTC decision will be final and no communication in this regard will be entertained in any manner.
- All recruitments will be made purely based on qualifications, experience, merit, and aptitude of the candidates as per IGSTC rules.

12. How to Apply: To apply, please send an email to recruitment.igstc@igstc.org with the following documents.

- a. Application in the prescribed format
- b. Brief CV (limit to 3-4 pages only)
- c. Candidates applying on deputation basis need to apply through proper channel as per Govt. of India guidelines.

13. Last Date: The application submission deadline is 30th October, 2023