



**CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY UPPAL ROAD,
HABSIGUDA, HYDERABAD – 500 007**

Notification No. 07/2021

The CSIR-CCMB, Hyderabad invites applications (from Indian Citizens only) to fill up the following position (on purely short-term contract basis):

Name & No. of Position	Job Contract - One
Essential Qualification	Graduate from recognized University or equivalent
Desirable Qualification	1) Minimum 10 years of experience in preparation / processing of various bills. 2) Knowledge of CSIR Rules & procedure in preparation / processing of various bills. 3) Knowledge of computers/ERP
Job requirement	1) Processing of GPF/CPF Bills (Refundable/Non-Refundable), LTC Advance and Adjustment Bills, TA/DA bills etc. 2) Preparation of medical reimbursement claims in respect of regular employees and pensioners and also process credit bills received from different recognized hospitals 3) Calculation and deduction of Income Tax on bills received from various Corporate Hospitals and remittance of the same 4) Preparing TA/DA/Honorarium bills, Children Education Allowance Bills, reimbursement bills, revolving advance bills, Contingent bills, imprest bills, OB adjustment bills, Conveyance advance bills including Computer advance bills, HBA advance Bills, Newspaper bills, Transport bills, petrol and Diesel bills, Canteen and Guest House bills, Water bills for CCMB and other miscellaneous bills etc.
Remuneration	Rs.25,000/- p.m. consolidated.

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of One Year which may be extended or curtailed based on the conduct and the performance of the incumbent as well as requirement of the institute.

2. Selection Procedure

The application(s) received so will be considered by a designated Committee for screening and recommendations on engagement. The candidate(s) may have to appear for interview also before the committee.

3. The date, time and venue of the test/interview will be notified in due course.

4. Age

Should not have crossed 65 years as on the last date of receipt of application.

5. **Consolidated Remuneration**

Rs. 20,000/- per month. No other emoluments/ allowances of any kind will be paid.

6. **Leave**

The incumbent would not be entitled to any kind of regular leave. However, they would be eligible for one-day Leave for each completed month.

7. **TA / DA**

No TA/ DA is admissible for attending test/interview, joining the position.

8. **Office time and working hours**

The incumbent is required to perform the assigned duties during working hours i.e. from 9:30 AM to 6:00 PM on working days. The incumbent will not be allowed to take up any other assignment during the period of engagement. He /She may be required to work on Saturday/Sunday/other Gazetted holidays and beyond working hours also if need be.

9. **Tax Deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment.

10. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 assignment for the office, without the express written consent of the office. The incumbent shall be bound to hand over the entire set of records of assignment to the Office before the expiry of the contract, and before the final payment is released by the office.

11. **Conflict of interest**

The incumbent engaged by this office, shall not represent or give opinion or adverse to others in any matter which is against to the interest of this office.

12. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, the person desires to leave the assignment, he/she is to give 15 days' notice which can be condoned/ curtailed/ extended depending upon the discretion of the Competent Authority.

13. **Others**

- I. Candidates should be medically and physically fit to take up the assignment.
- II. In case of candidates retired from any Government organizations / Agency / PSU / Autonomous body, he / she should be free from all vigilance angles as on the date of test/interview.
- III. There must not be any adverse report/remarks related to character & antecedents of the appointee, by any authority.
- IV. The number and the level of positions may increase or decrease at the time of actual selection or may be cancelled also.
- V. Such engagements do not entitle the candidates for any claim, implicit or explicit on any CSIR / CCMB post.

14. Candidates should apply [online](http://www.ccmb.res.in) only through CCMB website www.ccmb.res.in on or before **15.08.2021**.

Sd/-

(Sunil Kumar)
Administrative Officer