

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
Darshan Bhawan
36 Tughlakabad Institutional Area
M.B Road, Near Batra Hospital, New Delhi – 110 062

WALK-IN-FOR-INTERACTION/TEST

Indian Council of Philosophical Research intends to engage one Accounts Clerk and one Hindi Typist at its Headquarters office mentioned above on purely contractual basis as per details given below:

01	Date of Interaction/Test	23.03.2019
02	Reporting Time	10.00 A.M.
03	Time of Interaction	11.00 A.M.
04	Venue for Interaction	ICPR, New Delhi office
05	Qualification/Experience for Accounts Clerk	Graduate, preferably B.Com. from a recognized University; experience in MS office/Tally ERP9.0, postings in PFMS portal
06	Qualification for Hindi Typist	Higher Secondary or equivalent with Typing Speed 30 W.P.M. in Hindi on Computer
07	Maximum age as on 06.03.2019	28 years

Application format and full details of the posts are available at the website of the Council www.icpr.in.

sd/-
Director (Administration & Finance)
ICPR, New Delhi
March 6, 2019

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
(An Autonomous Body under the Ministry of Human Resource Development, Government of India)
Darshan Bhawan, 36 Tughlakabad Institutional Area, M.B. Road, Near Batra Hospital, New Delhi – 110 62

March 6, 2019

The Indian Council of Philosophical Research intends to engage one Accounts Clerk and one Hindi Typist on purely contractual basis at its Headquarters office mentioned above. The eligibility criteria for applying the posts are as under:-

1. Accounts Clerk

1. Number of Position - 01 (One) [Contractual]
2. Essential education qualification.- A Bachelor's Degree from a recognized University, preferably B.Com
3. Experience - (i) At least 2-3 years of experience in any Institute/University/Autonomous Bodies or any establishment in handling Accounts.

(ii) Thorough knowledge of MS office and Tally ERP 9.0

(iii) Knowledge of postings of the transaction in PFMS portal.
4. Remuneration - In the pay scale of Rs.25,500-81,100/- (Level-4) plus allowances
5. Period of appointment - One year like to be continued
6. Mode of Selection - Direct on contractual
7. Age - Maximum age 28 years as on 06.03.2019

2. Hindi Typist

1. Number of Position - 01 (One) [Contractual]
2. Essential education qualification.- Higher Secondary or equivalent of a recognized Board with 30 w.p.m. typing speed in Hindi on Computer.
3. Remuneration - In the pay scale of Rs.19,900-63,200/- (Level-2) plus allowances
4. Period - One year.
5. Mode of Selection - Direct on contractual
6. Age - Maximum age 28 years as on 06.03.2019

Eligible candidates are directed to fill the prescribed application form supported by self-attested copies of certificates and experience certificates and walk in for interaction/test on 23.03.2019 at 11.00 A.M. at the address mentioned above:

Only eligible candidates will be allowed to appear in the Interaction and for further test.

The ICPR reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the ICPR regarding selection of application for interaction and test or engagement shall be final and binding.

sd/-
Director (Administration & Finance)
ICPR

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
Application form for the post of Accounts Clerk and Hindi Typist

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
(present age (as on 26.02.2019)
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
e-mail ID.

5. Address (Permanent) :

6. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

7. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):-
8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

9. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

10. (a) Typing Speed in Hindi.....w.p.m. & English.....w.p.m.
 (b) Knowledge of MS office _____
 (c) Knowledge of Tally ERP 9.0 _____
 (d) _____ Knowledge _____ of _____ accounting
 processing _____
 (e) Experience in PFMS operation _____

11. Additional Information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to
 (i) Additional academic qualification
 (ii) Professional training
 (iii) Work experience over and above prescribed in the vacancy circular/advertisement
 (Note: enclose a separate sheet, if space is insufficient)

12. Additional details about present employment. Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government undertaking
- (e) Universities
- (f) Private/Public Limited Company

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will assess my performance in the interaction for further tests and also assess my Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post. I hereby undertake that the information provided by me above are correct and in case of any information found false at a later date, I am bound for any disciplinary measure by ICPR.

(Signature of the Candidate)

Date: