

**QUALITY COUNCIL OF INDIA
NEW DELHI**

Advertisement for recruitment against the vacant positions in QCI

Board / Dept.	Name of the Post	No. of Posts
NABET	Deputy Director, EIA Division	1
NABL	Executive Officer	9
F & A	Assistant Director	1
	Accounts Officer	1
	Sr. Accountant	1

Name of Post	Deputy Director, EIA Division, NABET
Nature of Post	Regular
Nature of Engagement	Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)
Age	Preferably 45 years or less on closing date of advertisement (Age of Superannuation 60 years)
Starting CTC (Per annum)	Rs. 20.3 Lakhs
Essential Qualification (through full-time / regular mode only)	Graduate Degree in Engineering /Technology with Environment as specialization or Master's in Environmental science or Environmental Management with Bachelor degree in Environmental Science from a recognized institute/university
Desirable Qualification	<ul style="list-style-type: none"> • Masters in Engineering/ Technology with Environment as specialization • Ph. D. in Environmental Sciences / Engineering
Essential Experience	Minimum of 10 years in a structured system/government/industry/PSUs
Desirable	Minimum 7 years' experience in environmental management in industry/ with Environmental consultant organisation.

Competencies	<ul style="list-style-type: none"> • Ability to prepare policy papers / technical documents as input to government/regulators. • Ability to establish networking within government/regulators and industry/business associations. • Leadership and team development-evidence of leading teams • Time management and excellent team worker • Decision making ability. • Evidence of having handled administrative and financial functions. • Good communication & presentation skills, good knowledge of IT software for data and word processing.
Desirable Competencies	<ul style="list-style-type: none"> • The candidate must have in-depth knowledge of the Environmental laws especially for the EIA making & EC process both at centre and state levels. • Preparation of technical documents for EIA studies/ reports involving field investigation for collection and analysis of primary & secondary data including assessment of impacts, & mitigation measures which covers multidisciplinary environmental inputs for major developmental project, Form-I & IA, PFR, CTE & CTO, EC compliances and submissions. • Coordinate preparation of EIA screening and scoping activities, technical review of chapters and presentations to EAC/ SEAC/ MoEF&CC/ SEIAA • Handled public hearings, assisting in presentation to regulatory authorities, follow up till obtaining environmental clearance for various sectors. • Conducting secondary research about the new technologies and the solutions for the green buildings, energy conservation, waste management, waste water treatment, biomedical waste management, Rainwater Harvesting etc. • Training, capacity building and handling a team as a part of project management. • Understanding of the NABET, EIA Consultants Accreditation Scheme and Quality Management Systems.

Name of Post	Executive Officer, NABL
Nature of Post	Regular
Nature of Engagement	Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)
Age	Preferably 35 years or less on closing date of advertisement (Age of Superannuation 60 years)
Starting CTC (Per annum)	Rs. 10.9 Lakhs
Essential qualification (through full-time / regular mode only)	Graduate Degree in Engineering /Technology or MBBS or Master in Sciences from a recognized institute/university
Desirable qualification	Post Graduate in Engineering/ Technology/Science or MD or Ph.D. in Science
Essential Experience	Minimum 2 years experience in reputed laboratory/ laboratory based research / certification / standards/ inspection/ Accreditation/ Quality Assurance /Quality Management System or related activities in industry / Projects /Program in a structure system
Competencies	<ul style="list-style-type: none"> • Knowledge and skills of various accreditation standards (ISO/IEC 17025:2017/ ISO 15189:2012/ ISO/IEC 17043:2010/ ISO 17034: 2016). • Proficiency in use of standard computer based applications (MS Office including MS Excel, experience in analysis, presentations, data analysis) • Good communication & Presentation skills • Proposal and Report writing abilities • Time Management and excellent team worker • Decision making ability • Data based analysis/research • Survey, market research implementation of priority program. • Any other specific experience related to a particular area of work

Name of Post	Assistant Director, F&A
Nature of Post	Regular
Nature of Engagement	Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)
Age	Preferably 45 years or less on closing date of advertisement (Age of Superannuation 60 years)
Starting CTC (Per annum)	Rs. 13.8 Lakhs
Essential qualification (through full-time / regular mode only)	Graduate Degree in Commerce/Economics /Management (Finance) or equivalent from a recognized institute/university or related sector.
Desirable qualification	Master's in Commerce / Economics/ Management (Finance) or equivalent from recognized Institute/ University Or CA/ICWA/ CS or equivalent
Essential Experience	Minimum 5 years' experience in a structured system / Government/ industry / PSUs at middle level
Competencies	<ul style="list-style-type: none"> • Accounting package Tally (other taxation software, as applicable) in an externally aided project/ Well versed with accounting package Tally prime (desirable) • Adequate knowledge of accounts /procurement or related finance functions • Prepare budget for implementation of projects, ensure implementation of organisational processes and procedures. • Preparation of plans/strategies for the purchase of goods/services across the organisation as per requirements from time to time. • Identify and assess fund requirement under several component & sub components. • To ensure timely release of funds/procurement orders to implement / execute processes as per Annual Work Plan • Standardisation of practices across the organisation in line with the approved procedures • Assist in implementation of digital systems. • Preparation of cost analysis reports and provide metrics to structure costs. • Reviewing, comparing, analysing and recommending products and services to be procured • Inspect the accounts/relevant documentation of implementation / executing agencies periodically and ensure that the relevant finance documentation is prepared and maintained properly. • Ensure timely submission of Accounts and utilization certificates by implementing/ executing agencies. • Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules. • Inspect the accounts/ relevant documents of implementation / executing agencies periodically.

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| | <ul style="list-style-type: none">• Ensure timely submission of audit replies.• Ensure all financial regulations are strictly adhered to.• Leadership and team development – evidence of leading teams• Communication & presentation skills• Time Management and excellent team worker• Decision making ability.• Evidence of having handled administrative and financial functions.• Proficiency in working on laptops/Computers.• Knowledge of GST• Accounting package Tally (other taxation software, as applicable) in an externally aided project/ Well versed with ERP like <u>Microsoft Business Dynamics 365</u> |
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Name of Posts	Accounts Officer
Nature of Post	Regular
Nature of Engagement	Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)
Age	Preferably 35 years or less on closing date of advertisement (Age of Superannuation 60 years)
Starting CTC (Per annum)	Rs. 10.9 Lakhs
Essential qualification (through full-time / regular mode only)	Graduate Degree in Commerce/Economics /Management (Finance) or equivalent from a recognized institute/university or related sector.
Desirable qualification	Master's in Commerce / Economics/ Management (Finance) or equivalent from recognized Institute/ University Or CA/ICWA/ CS or equivalent
Essential Experience	Minimum 4 years' experience in a structured system / government/ industry / PSUs at middle level
Competencies	<ul style="list-style-type: none"> • Proficient knowledge of accounts • Accounting package Tally (other taxation software, as applicable) in an externally aided project/ Well versed with accounting package Tally prime. • Prepare and analyse budget for project implementation. • Fund Management - Identify and assess fund requirement under several component & sub components. • To ensure timely release of funds to implement / execute agencies as per Annual Work Plan • Managing Accounts and Grants, preparing utilization certificate via PFMS • Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules (vendors, banks and other stakeholders) • Monitoring & managing project-wise accounting, maintaining fixed assets register. • Inspect the accounts of implementation / executing agencies periodically and ensure that the books of accounts are maintained properly. • Handling internal, statutory and CAG Audit • Ensure all statutory compliances are strictly adhered to (GST, TDS etc.) • Preparing Monthly MIS for Senior Management • Accounting package Tally (other taxation software, as applicable) in an externally aided project/ Well versed with ERP like <u>Microsoft Business Dynamics 365</u>

Name of Post	Senior Accountant
Nature of Post	Regular
Nature of Engagement	Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)
Age	Preferably 30 years or less on closing date of advertisement (Age of Superannuation 60 years)
Starting CTC (Per annum)	Rs. 9.0 Lakhs
Essential qualification (through full-time / regular mode only)	Graduate Degree in Commerce/Economics /Management (Finance) or equivalent from a recognized institute/university or related sector.
Desirable qualification	Master's in Commerce / Economics/ Management (Finance) or equivalent from recognized Institute/ University Or CA/ICWA/ CS or equivalent
Essential Experience	Minimum 2 years' experience in a structured system / government/ industry / PSUs at middle level
Competencies	<ul style="list-style-type: none"> • Adequate knowledge of accounts & administration • Accounting package Tally in an externally aided project • Prepare budget for implementation of project. • Identify and assess fund requirement under several component & sub components. • To ensure timely release of funds to implement / execute agencies as per Annual Work Plan • Ensure timely submission of Accounts and utilization certificates by implementing/ executing agencies. • Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules. • Monitoring & maintenance of stores and fixed assets register • Inspect the accounts of implementation / executing agencies periodically and ensure that the books of accounts are maintained properly. • Ensure timely submission of audit replies. • Ensure all financial regulations are strictly adhered to. • Team development • Accounting package Tally (other taxation software, as applicable) in an externally aided project/ Well versed with ERP like <u>Microsoft Business Dynamics 365</u>