

Advt. No. 16/2013

CMTI is a Premier Autonomous R&D Institute under the Ministry of Commerce and industry, Govt. of India. The institute Specializes in various advanced domains of Manufacturing, Technology including CAD/CAM, Additive Manufacturing, Ultraprecision and Nano Engineering, CNC & FMS Technologies, Metrology, Surface Engineering including PVD, PECVD, Automated Industrial vision systems, development of Special products, laser assisted machining, Microstereolithography, etc.

Applications are invited from eligible candidates for the post of “**FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER**” to head Finance, Accounts functions.

1. **Qualification:** ACA/AICWA/ MBA-FINANCE with 55%, from reputed/recognized Universities/Institutes.
2. **Experience:** 20 yrs post qualification in the field of Finance & Accounts of which 5 years should be in a senior position, preferably, in budget / financial advisory services in a similar R&D Organisation. Knowledge of Central Govt. Rules & Regulations and exposure to computerized Accounting is desirable.
3. **Age:** 45-50 Years. Relaxation of age as per Govt. of India Rules.
4. **Scale of Pay:** 15600-39100 with Grade Pay of Rs.7600/- other benefits include EPF, Gratuity, Medical, LTC etc.

Candidates who have working experience in private sector in a senior level position may also be considered. The incumbent should be prepared to stay in the Institute Quarters.

Applications on plain paper, giving the complete Bio-data along with copies of supporting documents/ certificates and a recent passport size photograph duly signed, should be sent to: The Senior Administrative Officer, Central Manufacturing Technology Institute, Tumkur Road, Bangalore-560022, along with a crossed Demand Draft of Rs.500/- (Rs.250/- for SC/ST and woman candidates) drawn in favour of CMTI payable at Bangalore. The application should be sent in a sealed cover superscribed- “**Application for the post of FA & CAO**” so as to reach the above mentioned address on or before 30.11.2013. Incomplete applications are liable for rejection. For role of FA&CAO and for further details, please visit website: www.cmti-india.net.

**“ Manufacturing-the uniquely ubiquitous & perpetual human endeavour to
advance overall quality of life”**

ROLE OF FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER:

The incumbent will be responsible for formulation and effective implementation of financial strategies, including revenue generation, capital management, budgeting, cost control, finalisation of accounts and internal Audit. This is a senior level position calling for maturity and constructive approach in respect to relations/co-ordination with Technical Chiefs in the Organisation, to further the mandate of the Institute in promoting application oriented R & D. He/She shall provide advisory services to the Director for the successful planning and effective implementation of the financial policies & frame works in the Institute.

General Instructions :

- a. Application fee: Rs.500 non refundable only in the form of Demand draft drawn in favour of CMTI payable at Bangalore. (Rs.250/- for SC/ST and women candidates).
- b. Only Indian Nationals need to apply.
- c. No correspondence or enquiries will be entertained from the candidates about the recruitment process.
- d. The total emoluments at the minimum comes to Rs. 70,000/- per month
- e. Mere fulfilment of minimum requirements as laid down in the advertisement does not qualify a candidate to be called for interview;
- f. Post qualification means experience held after passing the relevant examination/Qualification.
- g. No lien terms will be entertained for those working in Govt. Departments.
- h. No correspondence would be entertained with candidates not called for the interview/ not selected for appointment.
- i. Fee once paid shall not be refunded under any circumstances.
- j. Age specified above would be counted as on 01.11.2013.
- k. Age relaxation is admissible to SC/ST/OBC candidates, as per Government of India order/Norms. Candidate belonging to SC/ST/OBC should submit attested photocopy of valid Caste certificate along with application.
- l. Canvassing in any form would be a disqualification.
- m. Outstation candidates attending the interview will be reimbursed Economy air fare /first class AC train fare/Bus Fare by the shortest route on both ways, subject to production of tickets.
- n. Candidates who are working in Government / Public Sector Undertaking / Quasi-Government /Autonomous Organisation, if short listed for Interview should submit "No Objection Certificate" from their employer, in case they had not forwarded their application through proper channel.
- o. Persons employed in govt/autonomous bodies/Public Sector Undertakings should have been working at least one grade below for the post advertised.
- p. Candidates are required to submit Original Documents/ Certificates as proof of the details furnished in their applications at the time of Interview for verification, failing which they would not be allowed to appear for interview.
- q. The conditions may be relaxed in highly deserving /exceptional cases.
- r. Advance increments may be considered in highly deserving case.
- s. The Institute reserve the right to adopt its own method of short-listing criteria for interview and is not obliged to shortlist all the candidate who fulfil the minimum requirement.
- t. The application should be sent in a sealed cover along with the fee and photocopy of all certificates / mark sheets. pass port size photograph duly affixed on the application to: **The Senior Administrative Officer, Central Manufacturing Technology Institute, Tumkur Road, Bangalore-560 022, to reach on or before 30.11.2013.**