



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology

(Ministry of Textiles, Govt. of India)

NIFT/DMN/ESSt.II/EOI/Finance Consultant/Sept-24

Date: 24/09/2024

Expression of Interest: Hiring of Finance Consultant for Financial Affairs of the Institute on Contract at National Institute of Fashion Technology (NIFT), Daman

National Institute of Fashion Technology (NIFT), Daman

NIFT, established in 1986 under the Ministry of Textiles, Government of India, is a leading institution in fashion business education with 19 campuses across the country. The institute is governed by the NIFT Act 2006 and is known for its dedication to academic excellence and innovation in fashion education.

NIFT Daman is seeking to engage a Finance Expert/Consultant on contract basis. The role involves overseeing and executing the financial affairs of the institute, providing administrative support, and ensuring compliance with relevant guidelines. The contract is for a period of six months and may be extended based on performance.

Position Details:

- **Position:** Finance Expert/Consultant
- **Duration of Contract:** 6 months (extendable)
- **Compensation:** Rs. 20,000/- to 25,000/- per month
- **Duty Station:** NIFT Daman

Scope of Work:

The Finance Expert/Consultant will be responsible for:

- Provide the Fee receipt, Hostel Receipt, and Payment Invoices in Hard copy.
- Keep all original accounting and related compliance records at your registered office.
- A Clerk or A Staff when our accountant is at your premises for paper-related work.
- Guiding and supervising related to maintaining Books of accounts.
- All accounting entries in Tally ERP 9/ Tally Prime.
- Bank Reconciliation Statement on Monthly Basis.
- Preparation of Monthly GST Payment Challan, if required.
- Preparation of Monthly TDS Summary Sheet and TDS Challan.
- Replying to the queries raised by the auditor during the yearly Statutory Audit.
- Visiting our premises at Daman on 03 Days on a weekly basis.

डिजाइन, मैनेजमेंट तथा टेक्नोलॉजी का महाविद्यालय

A Premier Institute of Design, Management & Technology
A Statutory body under the NIFT Act 2006

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी, ब्लॉक 5 और 6, गवर्नमेंट इंजीनियरिंग कॉलेज कैम्पस, मोटा फलिया, वरकुंड, नानी दमन, दमन - 396210, भारत
National Institute of Fashion Technology, Block 5 & 6,
Government Engineering College Campus, Mota Falia, Varkund, Nani Daman, Daman – 396210

www.nift.ac.in



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Qualifications, Education, and Experience:

- **Educational Qualification:** Degree from a recognized university, preferably B. Com, M. Com or higher.
- **Professional Experience:** Minimum 05 years in finance related roles, with experience in financial processes.
- **Consultancy Experience:** Proven experience with at least 3 organizations or institutions.
- **Computer Proficiency:** Proficient in financial software and computer applications.
- **Language Skills:** Fluency in Hindi and English (written and verbal).

Desirable Qualifications:

- **Professional Qualifications:** - B. Com, M. Com or equivalent.
- **Skills:** Excellent communication, interpersonal skills, ability to work under pressure, and adherence to deadlines.
- **Work Ethic:** High professionalism and effective collaboration with colleagues.

Facilities Provided:

- **Office Space:** Provided with office space and secretarial assistance.
- **Working Hours:** 03 Dyas in a week.
- **Leave Entitlement:** As per NIFT's Guest Faculty policies.

General Conditions:

- NIFT reserves the right to terminate the contract if the service is unsatisfactory or if false information is provided.
- NIFT reserves the right to reject any application without assigning reasons.
- Applicants must submit documentary proof for educational qualifications and experience.
- Compensation will be increased and decreased by 10% subject to experience.
- Applications must be submitted in the prescribed format in a sealed envelope.
- The last date for submission of applications is 03 October 2024.

How to Apply:

- Interested candidates should submit their applications in the prescribed format (available on the Institute's website) along with self-attested copies of relevant certificates and testimonials. Applications should be emailed to the designated email address: establishment.daman@nift.ac.in

**Director,
NIFT Campus, Daman**

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Application Form for Hiring of Finance Expert/Consultant for Financial Affairs of the Institute on Contract at National Institute of Fashion Technology (NIFT), Daman

1. **Name of the:**
2. **Complete Address:**
3. **Telephone/Mobile Number:**
4. **Email ID:**
5. **PAN Number:**
6. **Educational Qualification:** Degree, Name of University/Board, Year of Passing.

7. **Professional Qualification:** If any.

8. **Working/Job Experience:** Organization-wise details, Job Profile.

Declaration:

1. I, _____, declare that all statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that any false information may result in the cancellation of my candidature.
2. I agree to the terms and conditions set by NIFT and acknowledge that NIFT reserves the right to accept or reject applications and cancel the process without assigning any reasons.

Date:

Signature:

Place:

Name:

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