

National Centre for Good Governance (NCGG)
Department of Administrative Reforms and Public Grievances,
Ministry of Personnel, Public Grievances and Pensions,
Government of India

Date: 01.04-2025

Subject: - Profile of Young Professional - Accountant

Name of the Position	Young Professional as Accountant
Number of Post	1 (One)
Duration of Engagement	1 Year contract (Extendable subject to performance review and approval)
Age Limit	Candidates should not be more than 40 years of age as on the date of application.
Educational Qualification	Essential Qualification: Graduation (B Com) Degree from a UGC recognized university. Essential Software Skills: a. Knowledge of Tally Software working. b. Knowledge of PFMS portal, Finance related matters etc. for government bodies. c. Sound computer knowledge in MS-office, MS-excel, MS-Power Point etc.
Experience	3 years of experience in handling Accounts related matters, (PFMS) Public Finance Management System, Finance and Budget related areas.
Duties & Responsibilities	<ul style="list-style-type: none">• All payments and accounts related matters including preparation of NCGG Financial Accounts in Tally.• Knowledge of Java/Digital Signature Certificate (DSC) for registration/modification/Addition/Deletion.• Application of GFR Rules on financial matters.• To Coordinate with Banks for payment related issues.• Maintenance of Electronic records of files and payment related data, vouchers & Bills.• GeM related Transactions and payment of bills thereof
Salary	70,000 per month (salary as per NITI Aayog guidelines 2023)

Note : (Documents in support of (i) Qualification (ii) Experience (iii) Age should be attached with the CV)

Interested candidates possessing requisite qualification & experience may submit their CV (with date of birth and supporting documents) to email ID – recruitment-ncgg@gov.in latest by 15.04.2025.