



NATIONAL SAFAI KARAMCHARIS FINANCE AND DEVELOPMENT CORPORATION (NSKFDC)

(A Government of India Undertaking under the Ministry of Social Justice and Empowerment)

Hiring for Accounts officer (retired Govt. official-Accounts) under NAMASTE

NSKFDC is the nodal agency for implementing the National Action for Mechanized Sanitation Eco-system (NAMASTE) scheme, aimed at zero sanitation deaths and ensuring safety and dignity of sewer and septic tank workers. NAMASTE is being implemented in all cities of the country focusing on sewers and septic tank workers. The scheme has been recently modified to include Waste Pickers as well and various scheme benefits are to be extended to the waste pickers under the scheme across the country.

NSKFDC requires Accounts Officer (retired Govt. official-Accounts) purely project based and temporarily basis.

The Information Brochure containing eligibility conditions, work profile and format of application etc. may be downloaded from NSKFDC website: <http://nskfdc.nic.in>. Applications complete in all aspects should be submitted latest by **24.06.2025**.

Terms and Conditions for Engagement of Accounts Officer (retired Govt. official-Accounts) under waste pickers component of NAMASTE)

1.	Name of the Post	:	Accounts Officer (retired Govt. official-Accounts)
2.	No of Vacancies	:	01
3.	Period of engagement	:	Initially upto March, 2026. However, period of engagement may be extended based on requirement and performance of Accounts officer.
4.	Nature of engagement	:	The engagement would be purely project based and temporary. They will have no claim whatsoever for continuing their services in any capacity. NSKFDC reserves the right to terminate the same at any time without prior notice and with immediate effect without remuneration or notice period in following cases: - a) They are unable to satisfactorily complete the assigned tasks; b) They are found lacking in honesty and integrity or violates the confidentiality clause; c) They are absent from duty without authorization; d) The Department chooses not to renew the contract at the end of the initial period of engagement; e) Any other reason.
5.	Scope of work for Accounts officer	:	Accounts officer: He/She will be responsible for checking the claims received from NHA on behalf of NSKFDC on the basis of admissibility and amount sanctioned in line to medical policy and norms for releasing the payment. He/she will check the financial expect of the bills as per policy. Forward the scrutinized claim to Sanctioning Authority for processing and approval.
6.	Job Location	:	He would be deployed in Delhi but will have the liability to serve anywhere in India
7.	Eligibility and Educational Qualifications	:	Accounts Officer : (Retired Govt. official-Accounts)
8.	Age Limit	:	60-65 years (as on 24.06.2025)
9.	Remuneration &Entitlements	:	The Accounts Officer would be paid monthly remuneration of Rs 55,000/- per month inclusive of applicable taxes and statutory dues.
10.	Leave	:	He shall be entitled to one casual leave per month, with a maximum of 12 days of casual leave per year on a pro-rata basis. Any unavailed leave during the one-year contract period will neither be carried forward to the next year nor be encashed.
11.	Requirement of prior notice	:	In case seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 3 months notice to the Department
12.	Confidentiality Case	:	1. Accounts officer shall not divulge any confidential information that he/she may have come across during the

			period of his/her engagement in NSKFDC to any one who is not authorized to have the same. 2. Accounts officer shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.
13.	Conflict of Interest	:	Accounts officer shall be expected to follow the general conduct rules and regulations laid down by the NSKFDC. In case the services are not found satisfactory or found in conflict with the interest of the NSKFDC, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
14.	Working hours	:	Accounts officer may follow the normal working hours as prescribed (i.e. 09.30 AM to 06.00 PM from Monday to Friday) or as per the office timing applicable in the office where the Accounts officer is deployed. However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers.
15.	Other Requisites	:	Accounts officer would be required to arrange a good working condition laptop and Smart mobile phone during the period of engagement for his/her use. For this, they will not be paid any extra amount.

- A. NSKFDC reserves the right to accept or reject the applications without assigning any reasons.
- B. The terms and conditions related to engagement of Accounts officer shall be regulated by NSKFDC's Guidelines in this regard as framed and modified from time to time.
- C. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. NSKFDC shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID, he/she should create one before applying for the advertised post.
- D. The last date for receipt of applications is 24.06.2025.
- E. NSKFDC reserves the right to increase or decrease the number of Post of Accounts officer or cancel the hiring process without assigning any reasons.

F. How To Apply:

- a) Eligible and interested candidates are required to apply latest by 24.06.2025, on plain A-4 size paper in the application format given in this notification. They may send the filled scanned application, duly signed by the applicant on the official email of NSKFDC i.e. nskfdc-msje@nic.in

OR

Send hard copy of the filled application to "**The Managing Director**, National Safai Karamcharis Finance and Development Corporation (NSKFDC), NTSC, 3rd Floor, E-Block, NSIC, Okhla Indl. Area Estate-III, New Delhi 110020".

- b) **Copy of relevant documents in support of educational qualification, experience, age, address, identity etc. are required to be attached with the application. However, the candidates who are called for interview would be required to produce the originals.**
- c) Decision of NSKFDC on the criteria of short listing of candidates and their selection would be final and binding.

**Proforma for applying the position of Accounts Officer (retired Govt. official-Accounts)
in National Safai Karamcharis Finance and Development Corporation**

A. Position Applied for:

B. Personal Information: (Please fill in BLOCK LETTERS)

Affix latest
passport
size
photograph

1.	Full Name							
2.	Father's/Husband's Name							
3.	Address for Communication							
4.	Permanent Address							
5.	Telephone/Mobile No.							
6.	Alternate Contact No.							
7.	E-mail ID							
8.	Date of Birth							
9.	Date of retirement							
10	Nationality							
11.	Category	SC	ST	OBC	EWS	EX-SM	PH	UR

C. Educational/Professional Qualification

Qualification (starting 10 th standard)	Subjects	Percentage of marks	Year of Passing	Name of Board/ University/Institution

**D. Details of previous employment/experience with valid documentary evidence
(Chronological Order) if any**

Name of the Organisation	Designation	Period		Duration	Nature of Duties	Key Achievements
		From	To			

General Conditions: -

- A self-certified copy of the educational/ professional qualification alongwith experience certificate should be sent alongwith the application.
- No TA/DA will be paid for attending the interview process.
- Selected candidates would be required to join at the earliest, maximum within one month from the offer of appointment.

Declaration:

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect or if I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated, without assigning any reasons. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post.

(Signature of Applicant)

Date :_____

Place :_____