

**F. No. 51-25/2012- NCCD**  
**National Centre for Cold Chain Development**  
**Department of Agriculture and Farmers' Welfare**

**Engagement of Consultant Grade-1, Accounts Officer and Young Professional in the National Centre for Cold Chain Development (NCCD), Department of Agriculture and Farmers Welfare (DA&FW) on contractual basis- reg.**

**1. Purpose and Scope of Application**

1.1 National Centre for Cold Chain Development (NCCD), an autonomous body under the Department of Agriculture and Farmers Welfare, Government of India, serves as the apex body for policy development, capacity building, and technical support and development of cold chain infrastructure in the country. NCCD plays a vital role in promoting efficient and sustainable cold chain infrastructure to reduce post-harvest losses, ensure better price realization for farmers, and enhance food safety and nutritional security. To fulfil its evolving mandate and undertake initiatives aligned with national priorities, NCCD is required to be a dynamic, knowledge-driven, and forward-looking organization. NCCD must continuously work on emerging technologies, innovative business models, energy-efficient practices, and policy interventions to strengthen the cold chain ecosystem. To meet these objectives, NCCD requires access to a diverse pool of domain experts and skilled professionals who can contribute to specific projects, studies, and policy initiatives. Therefore, the engagement of Consultant Grade-1, Accounts Officer and Young Professionals is essential to provide high-quality expertise in various areas.

1.2 The general terms and conditions of engagement of Individuals will be incorporated into their individual Contracts.

**2. Standards of Conduct**

The Individuals shall not take any action during their engagement in respect of the performance of the Contract or otherwise related to their obligations under the Contract that may adversely affect the interests of NCCD. The Individual Consultants shall perform their obligations under the Consultancy Contract with the fullest regard to the interests of NCCD. The Individual Consultants are enjoined not to offer any direct or indirect benefit arising from or related to performance of the Contract. The Individuals shall comply with all laws, ordinances, rules and regulations bearing upon the performance of their obligations under the Contract. In the performance of the Contract, the Individual Consultant shall comply with the Standards of Conduct. Failure to comply with the same is grounds for termination of the Contract.

**3. Prohibition of Sexual Exploitation and Abuse**

During the performance of the Contract, the Individuals shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment in the law made consequently read with any rules or regulations issued in this regard by Government of India. Violation of the said provisions will constitute a breach of the terms of the Contract and will attract penal provisions, including the termination of the contract. In addition, nothing herein shall limit the right of NCCD to refer any alleged breach of the foregoing standards of conduct to the relevant statutory authorities for appropriate legal action.

#### **4. Title Rights, Copyrights, Patents and Other Proprietary Rights**

4.1 Title to any equipment and supplies that may be furnished by NCCD to the Individuals for the performance of any obligations under the Contract shall rest with NCCD, and any such equipment shall be returned to NCCD at the conclusion of the Contract or when no longer needed by such Individuals. Such equipment, when returned to NCCD, shall be in the same condition as when delivered to the Individuals, subject to normal wear and tear, and the Individuals shall be liable to compensate NCCD for any damage or degradation of the equipment that is beyond normal wear and tear.

4.2 NCCD shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individuals has developed for NCCD under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individuals acknowledges and agrees that such products, documents and other materials constitute works made during the engagement for NCCD. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individuals under the Contract or as result of such Contract shall be the property of NCCD that shall be made available for use or inspection by NCCD at reasonable times and in reasonable places. It shall be treated as confidential and shall be delivered only to NCCD's authorized officials on completion of work under the Contract.

#### **5. Confidential Nature of Documents and Information**

The Individuals shall be subject to the provisions of the Indian Official Secrets Act, 1923. The Individuals are prohibited from sharing any material that was created as part of the work or received during the engagement at the NCCD from external agencies or from within NCCD. In the event of premature termination or completing the Contract, the Individuals shall duly handover all related documents, communications, reports etc. to the reporting officer, while, the obligations of the provisions of The Official Secrets Act, 1923 shall remain effective for all intents.

#### **6. Insurance**

The Individuals shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the Contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as the Individuals as they may consider appropriate to cover the period during which they are engaged.

#### **7. Travel, Medical Clearance and Service incurred Death, Injury or Illness**

7.1 NCCD may require the Individuals to submit a Statement of Good Health from a registered physician prior to commencement of work in any offices or premises of NCCD.

7.2 In the event of the death, injury or illness of any contractual Individual which is attributable to the performance of engagement on behalf of NCCD under the terms of the Contract while the Individual is traveling at the expense of NCCD or is performing any responsibilities under the Contract in any offices or premises of NCCD or Government of India, the contractual Individual or the Individual's dependents, as appropriate, shall not be entitled to any compensation.

## 8. Termination

NCCD can terminate the Contract at any time without prior notice and without providing any reason for it. NCCD reserves the right to terminate the services of contractual Individual at any stage, in the event of a serious failure in the performance of the assigned task or in the case of a failure to observe the prescribed standards of conduct as set out in para 1 of these Guidelines. However, in the normal course, NCCD will provide one month's notice to the contractual Individual. The contractual Individual can also seek for termination of the Contract upon giving one month's notice to the NCCD.

## 9. Governing Law

The Consultancy shall be governed by the laws of India and is subject to the exclusive jurisdiction of the Courts at Gurugram.

## 10. Conflict of Interest

The contractual Individual shall be expected to follow all the rules and regulations of the Government of India which are in force. They will be expected to display utmost honesty, secrecy of office and sincerity while discharging their duties. In case the services of any Individual are not found satisfactory or found in conflict with the interests of the NCCD/Government of India, his/her engagement will be liable for discontinuation without assigning any reason.

## 11. Terms of Reference

The Terms of Reference are mandatory and shall form part of the Individual Contract. The Terms of Reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound.

## 12. Duration of Engagement

Individuals will be engaged for a fixed period of two years which may be extended by one year at a time upto a maximum tenure of five years, i.e., 2+1+1+1 years for providing high quality services on specific projects as per requirement of the Verticals/Divisions. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.

## 13. Educational Qualifications, Age, Experience and Remuneration

13.1 The eligibility criteria and terms of Reference for engagement of Consultant Grade-1 and Young Professional are as under: -

S. No.	Name of the Post	No. of Vacancies	Terms of Reference
1	Consultant Grade-1 (Technical)	2	<b>1. Period of engagement:</b> Period of engagement will be initially for a period of 2 year. The period of engagement may be extended depending upon performance evaluation.  <b>2. Educational and Other Qualifications required:</b>

			<p><b>Essential:</b> B.E or B. Tech in Mechanical Engineering. Candidates should have proficiency in handling computer (MS Office suite, including Excel, PowerPoint etc) and minimum 2 years' experience in refrigeration and cold chain.</p> <p><b>3. Work Experience:</b></p> <ul style="list-style-type: none"> <li>i. Minimum of 3 years of post-qualification experience, including at least 2 years specifically in cold chain <ul style="list-style-type: none"> <li>a. Refrigeration: Knowledge of Designing of cold storage facilities, packhouses, and refrigeration systems.</li> <li>b. Survey/Studies: Experience in monitoring and conducting survey/studies related to cold chain and providing policy recommendations for development of cold chain sector.</li> <li>c. Drafting of government noting, concept notes, and technical recommendations.</li> <li>d. Policy: Drafting policies and providing policy recommendations to central/state departments or agencies related to cold chain and logistics.</li> <li>e. Capacity Building: Experience in providing and organising training and workshops related to cold chain policies and components, including development and delivery of training modules, or stakeholder engagement programs.</li> </ul> </li> <li>ii. Preference will be given to persons with work experience in the Government Department.</li> </ul>
2	Consultant Grade-1 (Agribusiness)	1	<p><b>1. Period of engagement:</b> Period of engagement will be initially for a period of 2 year. The period of engagement may be extended depending upon performance evaluation.</p> <p><b>2. Educational and Other Qualifications required:</b></p> <p><b>Essential:</b> Master's Degree in Agribusiness. Candidates should have proficiency in handling computer (MS Office suite, including Excel, PowerPoint etc.).</p>

			<p><b>3. Work Experience:</b></p> <ul style="list-style-type: none"> <li>i. Minimum of 3 years of post-qualification experience, including at least 2 years specifically in <ul style="list-style-type: none"> <li>a. Tender Management: Preparation of tender documents like ToR, EOI/RFP Documents. Technical knowhow of tender compliance and portals for inviting bid.</li> <li>b. Survey/Studies: Experience in monitoring and conducting survey/studies related to cold chain and providing policy recommendations for development of cold chain sector.</li> <li>c. Drafting of government noting, concept notes, and technical recommendations.</li> <li>d. Policy: Drafting policies and providing policy recommendations to central/state departments or agencies related to cold chain and logistics.</li> <li>e. Capacity Building: Experience in providing and organising training and workshops related to cold chain policies and components, including development and delivery of training modules, or stakeholder engagement programs.</li> <li>f. Event and Seminar: Have experience in organising and managing the overall event and seminar, coordination with state and other stakeholders of cold chain.</li> </ul> </li> <li>ii. Preference will be given to persons with work experience in the Government Department.</li> </ul>
3	Accounts Officer	1	<p><b>1. Period of engagement:</b> Period of engagement will be initially for a period of 2 year. The period of engagement may be extended depending upon performance evaluation.</p> <p><b>2. Educational and Other Qualifications required:</b></p> <p><b>Essential:</b> M. Com/ CA. Candidates should have proficiency in handling computer (MS Office suite, including Excel, PowerPoint etc.).</p>

			<p>Resource person retired from Government post with working proficiency in finance and accounts with age not exceeding 63 years at the time of joining would also be considered.</p> <p><b>3. Work Experience:</b></p> <ul style="list-style-type: none"> <li>i. Minimum of 5 years of post-qualification experience in <ul style="list-style-type: none"> <li>a. Knowledge and hands-on experience in cash handling, accounts maintenance, book-keeping, accounting, taxation, and audit (Statutory, Internal, and C&amp;AG).</li> <li>b. Experience in financial management functions such as preparation of balance sheets, reconciliation statements, fund utilization reports, and handling of advances, bills, and settlements.</li> <li>c. Familiarity with accounting processes and financial operations in Ministries, Departments, Autonomous Bodies, State Bodies, or PSUs under the Government of India.</li> <li>d. Working knowledge of General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), and other relevant government financial systems and procedures.</li> <li>e. Proficiency in Public Financial Management System (PFMS) and CSNA Portal for processing transactions, fund releases, and monitoring expenditure.</li> <li>f. Capability to ensure compliance with financial propriety, audit requirements, and statutory obligations including TDS, GST, and other applicable taxes.</li> <li>g. Experience in coordinating with Statutory, Internal, and C&amp;AG auditors, preparation of audit replies, and ensuring timely rectification of audit observations.</li> <li>h. Proficiency in Tally, Audit Software Packages, and other computer applications related to accounting and finance.</li> </ul> </li> <li>ii. Preference will be given to persons with work experience in the Government Department.</li> </ul>
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4	Young Professional (Technical)	1	<p><b>1. Period of engagement:</b>  Period of engagement will be initially for a period of 2 year. The period of engagement may be extended depending upon performance evaluation.</p> <p><b>2. Educational and Other Qualifications required:</b>  <b>Essential:</b>  B.E or B. Tech in Mechanical Engineering. Candidates should have proficiency in handling computer (MS Office suite, including Excel, PowerPoint etc).</p> <p><b>3. Work Experience: -</b></p> <ul style="list-style-type: none"> <li>i. Minimum of two years of professional experience in <ul style="list-style-type: none"> <li>a. Field of refrigeration design, preferably related to industrial or commercial cold chain applications, including experience in preparing design drawings, system layouts, and technical documentation.</li> <li>b. Demonstrated ability to work on design and drafting software such as AutoCAD, SolidWorks, or equivalent tools for preparing detailed engineering drawings, flow diagrams, and component layouts of refrigeration systems.</li> <li>c. Experience in preparing flow diagrams for Industrial Refrigeration systems, including process flow, refrigerant circuit design, equipment layout, and control schematics, ensuring compliance with technical and safety standards.</li> <li>d. Comprehensive knowledge of refrigeration system inputs and design standards, including understanding of thermodynamic principles, refrigerant properties, compressor and condenser selection, insulation, and control systems.</li> <li>e. Ability to perform heat load calculations, piping design, and equipment sizing, ensuring system efficiency, energy optimization, and cost-effectiveness.</li> <li>f. Understanding of national and international standards and codes of practice related to refrigeration design, installation, and performance evaluation.</li> <li>g. Certificate or formal training in refrigeration design software (such</li> </ul> </li> </ul>
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			<p>as AutoCAD, SolidWorks, or other relevant 3D design and simulation tools) will be considered desirable.</p> <p>h. Preference will be given to candidates having hands-on experience in the relevant field of refrigeration design, particularly in heat load estimation, piping and ducting layouts, selection of mechanical and electrical components, and preparation of project-specific design documentation.</p> <p>i. Strong analytical, problem-solving, and technical documentation skills with the ability to support design review, validation, and coordination with implementation teams.</p> <p>j. Proficiency in using MS Office and technical software tools for report preparation, data analysis, and presentation of design concepts.</p> <p>k. Ability to work independently and collaboratively in multidisciplinary teams on projects related to industrial refrigeration and cold chain infrastructure development.</p> <p>ii. Preference will be given to persons with work experience in the Government Department.</p>
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### 13.2 Age and Remuneration

Position	Age Limit	Remuneration
Young Professional	30	50,000 – 70,000
Consultant Grade-1	35	80,000 – 1,45,000

**For Retired Person:** Retired Government Officers would only be considered for the post of Accounts Officer and remuneration shall not exceed ceiling of (Last Pay + DA Drawn) – (Basic Pension) and will be within the remuneration band.

NOTE: The existing staff can apply for a higher Consultancy position in NCCD competing with external candidates provided they meet the eligibility criteria for the higher positions that are advertised.

### 14. Reimbursement of or grant of advance

The Individuals may be required to travel to any place in India. While on tour, TA/DA will be admissible as:

Position	Mode of Journey	Reimbursement
Consultant Grade-1/ Young Professional	Air in Economy Class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/- per day, taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

#### **15. Remuneration**

The consolidated remuneration will be released by NCCD within one week after completion of the month based on the attendance registered by the contractual Individual.

#### **16. Tax Deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the NCCD will issue TDS Certificate/s. NCCD undertakes no liability for taxes or other contribution payable by the Individuals on payments made under this Contract.

#### **17. Training**

After joining, a minimum of three days induction training (not to be paid) be organized for all Individuals.

#### **18. Place of Posting**

The place of posting will be at NCCD, Plot no. 85, Institutional Area, Sector 18, Gurugram - 122015

#### **19. Leave**

The Individuals shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis subject to the prior written approval of COO-NCCD. Unavailed leaves cannot be carried forward to the next year.

#### **20. Working hours**

Working Hours shall normally be from 09:30 AM to 6:00 PM during working days. However, in exigencies of work, the Individuals may be required to sit late and may be called on Saturday / Sunday and other holidays also. Such late shift or working on close holidays in exigencies will not attract any additional remuneration.

#### **21. Submission of Application**

Interested candidates may apply by submitting the duly signed application in the prescribed format (**Annexure-I**) along with self-attested copies of requisite certificates, documents, etc. combined into a single PDF through email at [contact-nccd@gov.in](mailto:contact-nccd@gov.in). The subject line of the email should be clearly mentioned as "**Application for the Post of \_\_\_\_\_**", failing which application may be rejected.

The application must be submitted within 20 days from the date of publication of this advertisement on NCCD's website at [nccd.gov.in](http://nccd.gov.in). You will be required to bring the original documents at the time of the interview.

**ANNEXURE I**

**Format of Application**

Paste recent  
passport size  
photograph

**Basic Details**

<b>Post Applied for</b>	
<b>Name (in Block Letters)</b>	
<b>Father's Name</b>	
<b>Date of Birth</b>	
<b>Age</b>	
<b>Contact No.</b>	
<b>Email ID</b>	
<b>Gender</b>	
<b>Correspondence Address (with Pin code)</b>	
<b>Permanent Address (with Pin code)</b>	
<b>State</b>	

**Educational/Professional Qualifications**

<b>S. No.</b>	<b>Examination</b>	<b>Passing Year</b>	<b>Percentage</b>	<b>Board/University</b>	<b>Specialisation</b>

\*\* (Self-Attested Copy of Essential Educational Qualification to be attached)

**Work Experience**

<b>S. No.</b>	<b>Organisation</b>	<b>Designation</b>	<b>Period from</b>	<b>Period To</b>	<b>Nature of Work</b>

\*\* (Self-Attested Copy of experience certificate to be attached)

\*\* (Also attach last 3 months salary slip)

Total Years of Experience	Field Of Experience

### Knowledge/Skills

Computer Skills	
Experience of working in Govt. Organisation	
Any other information	

### Declaration:

I \_\_\_\_\_ hereby undertake that all information and documents submitted by me are true, correct, and complete to the best of my knowledge and that no criminal case is pending against me nor have I ever been convicted of any offence; I understand that any false or misleading information may result in cancellation of my application or any action as deemed appropriate by the organisation.

\*\* (Also, to be submitted on Rs. 10/- Stamp Paper)

Date:

Place:

(Signature)

### Submittals

Attachment	Yes	No
10 <sup>th</sup> and 12 <sup>th</sup> Certificate		
Graduation/Post Graduation Certificate		
Aadhaar Card		
Experience Certificate		
Last three months' Salary Slip		
Any other course certificate if completed		
Declaration to be provided on Rs. 10/- stamp paper		

## **ANNEXURE II**

**Terms of Reference for the posts advertised are as follows:**

<b>S. No.</b>	<b>Post Name</b>	<b>Job Description &amp; Scope of Duties</b>
1	<b>Consultant Grade-1 (Technical)</b>	<ol style="list-style-type: none"><li>1. Review and validate proposals for cold chain and post-harvest infrastructure, ensuring alignment with government policies and industry standards.</li><li>2. Analyze Basic Data Sheets (BDS) and feasibility studies submitted by stakeholders such as NHB and MIDH, identifying technical gaps and areas for improvement.</li><li>3. Provide recommendations to optimize design, implementation, and operational efficiency of cold chain projects.</li><li>4. Assist in the development of technical guidelines, standards, and operational SOPs to promote best practices in the sector.</li><li>5. Research and incorporate global and domestic innovations into technical guidelines and knowledge products.</li><li>6. Produce knowledge resources such as manuals, case studies, and training modules for capacity building and stakeholder education.</li><li>7. Conduct field visits to evaluate cold storage, pack-houses, reefer transport, and farm-level infrastructure.</li><li>8. Perform technical appraisals to assess the efficiency, sustainability, and compliance of on-ground infrastructure.</li><li>9. Identify gaps in infrastructure and provide actionable recommendations for optimization and improvement.</li><li>10. Support policy research to identify trends, challenges, and opportunities in the cold chain sector.</li><li>11. Collect and analyze data to prepare sectoral reports, highlighting best practices and innovative solutions.</li><li>12. Develop case studies to demonstrate the impact and effectiveness of successful cold chain projects.</li><li>13. Facilitate dialogue and collaboration among ministries, state governments, industry stakeholders, and academic institutions.</li><li>14. Coordinate technical discussions and foster knowledge exchange to address sectoral challenges.</li><li>15. Organize and support capacity-building initiatives, including workshops and technical training programs.</li><li>16. Plan and conduct industry engagement events to promote collaboration and innovation in cold chain development.</li><li>17. Encourage active participation of industry players in training and capacity-building efforts.</li><li>18. Oversee the in-house technical magazine, ensuring it serves as a valuable knowledge-sharing platform.</li><li>19. Manage content development, editing, and publication to maintain high-quality standards in the magazine.</li><li>20. Engage contributors and coordinate with stakeholders to feature diverse and relevant content.</li><li>21. Other suitable tasks as may be assigned.</li></ol>
2	<b>Consultant Grade-1 (Agribusiness)</b>	<ol style="list-style-type: none"><li>1. Preparation of tender documents including Terms of Reference (ToR), Expression of Interest (EOI), and Request</li></ol>

		<p>for Proposal (RFP) documents. Ensuring tender compliance and managing bids through relevant government portals.</p> <ol style="list-style-type: none"><li>2. Designing, conducting, and monitoring surveys/studies related to the cold chain sector. Preparing analytical reports and providing policy recommendations for the development of the cold chain ecosystem.</li><li>3. Drafting government notes, concept notes, technical papers, and recommendations to support decision-making processes.</li><li>4. Organising and managing seminars, workshops, and conferences. Coordinating with state governments, industry stakeholders, and other relevant agencies for successful event execution.</li><li>5. Provide recommendations to optimize design, implementation, and operational efficiency of cold chain projects.</li><li>6. Assist in the development of technical guidelines, standards, and operational SOPs to promote best practices in the sector.</li><li>7. Research and incorporate global and domestic innovations into technical guidelines and knowledge products.</li><li>8. Produce knowledge resources such as manuals, case studies, and training modules for capacity building and stakeholder education.</li><li>9. Conduct field visits to evaluate cold storage, pack-houses, reefer transport, and farm-level infrastructure.</li><li>10. Perform technical appraisals to assess the efficiency, sustainability, and compliance of on-ground infrastructure.</li><li>11. Identify gaps in infrastructure and provide actionable recommendations for optimization and improvement.</li><li>12. Support policy research to identify trends, challenges, and opportunities in the cold chain sector.</li><li>13. Collect and analyze data to prepare sectoral reports, highlighting best practices and innovative solutions.</li><li>14. Develop case studies to demonstrate the impact and effectiveness of successful cold chain projects.</li><li>15. Facilitate dialogue and collaboration among ministries, state governments, industry stakeholders, and academic institutions.</li><li>16. Coordinate technical discussions and foster knowledge exchange to address sectoral challenges.</li><li>17. Organize and support capacity-building initiatives, including workshops and technical training programs.</li><li>18. Plan and conduct industry engagement events to promote collaboration and innovation in cold chain development.</li><li>19. Develop and deliver training modules to enhance technical knowledge and skills among stakeholders.</li><li>20. Encourage active participation of industry players in training and capacity-building efforts.</li><li>21. Oversee the in-house technical magazine, ensuring it serves as a valuable knowledge-sharing platform.</li><li>22. Manage content development, editing, and publication to maintain high-quality standards in the magazine.</li><li>23. Engage contributors and coordinate with stakeholders to feature diverse and relevant content.</li><li>24. Other suitable tasks as may be assigned.</li></ol>
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3	<b>Accounts Officer</b>	<ol style="list-style-type: none"> <li>1. Maintain and monitor books of accounts as per government accounting principles and applicable financial rules.</li> <li>2. Ensure accurate and timely recording of financial transactions, bank reconciliations, and preparation of balance sheets, trial balances, and other financial statements.</li> <li>3. Handle day-to-day financial operations including processing of bills, advances, reimbursements, and settlement of claims in line with government procedures.</li> <li>4. Assist in budget preparation, expenditure monitoring, and preparation of utilization certificates and financial progress reports.</li> <li>5. Ensure compliance with statutory and regulatory requirements such as TDS, GST, and other tax-related filings, maintaining proper records and documentation.</li> <li>6. Liaise with Statutory, Internal, and C&amp;AG auditors, coordinate audit schedules, prepare audit replies, and ensure timely resolution of audit observations.</li> <li>7. Possess sound knowledge of General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), and other government financial procedures and systems.</li> <li>8. Manage and operate financial transactions through Public Financial Management System (PFMS) and CSNA Portal, ensuring timely processing, reporting, and fund tracking.</li> <li>9. Prepare financial reports, summaries, and analysis for management decision-making and policy formulation.</li> <li>10. Ensure proper maintenance of vouchers, ledgers, cash books, and all supporting documentation for transparency and accountability.</li> <li>11. Handle correspondence and coordination with banks, government agencies, and other financial institutions as required.</li> <li>12. Utilize Tally, Audit Software Packages, and MS Office applications for efficient financial management and reporting.</li> <li>13. Support implementation of internal financial controls and assist in developing financial procedures for improved efficiency.</li> <li>14. Responsible for preparation of financial statements and inputs for the Annual Report of the organization.</li> <li>15. Other suitable tasks as may be assigned.</li> </ol>
4	<b>Young Professional (Technical)</b>	<ol style="list-style-type: none"> <li>1. Coordinate and assist in development of technical standards and protocols in cold chain sector.</li> <li>2. Review and validate proposals for cold chain and post-harvest infrastructure, ensuring alignment with government policies and industry standards.</li> <li>3. Analyze Basic Data Sheets (BDS) and feasibility studies submitted by stakeholders such as NHB and MIDH, identifying technical gaps and areas for improvement.</li> <li>4. Coordinate and assist in knowledge dissemination, awareness programs, and capacity-building initiatives.</li> <li>5. Research, analyze, and assess the current status and feasibility of projects in the cold chain sector.</li> <li>6. Prepare assessment reports, technical notes, presentations, and market studies related to the cold chain.</li> </ol>

		<ol style="list-style-type: none"><li>7. Support design and development of technical layouts, drawings, and project concepts using designing software such as AutoCAD (or similar).</li><li>8. Assist in conducting pilots, special projects, and innovative interventions in cold chain logistics and infrastructure.</li><li>9. Facilitate stakeholder engagement and maintain proper documentation of studies, interventions, and outcomes.</li><li>10. Carry out any other tasks relevant to the role as may be assigned from time to time.</li><li>11. Oversee the in-house technical magazine, ensuring it serves as a valuable knowledge-sharing platform.</li><li>12. Manage content development, editing, and publication to maintain high-quality standards in the magazine.</li><li>13. Engage contributors and coordinate with stakeholders to feature diverse and relevant content.</li><li>14. Other suitable tasks as may be assigned.</li></ol>
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