



हरीश-चन्द्र अनुसंधान संस्थान

HARISH-CHANDRA RESEARCH INSTITUTE

Chhatnag Road, Jhunsi,
Prayagraj (Allahabad) - 211019

Advt. No. HRI/01/2025

“H.R.I. strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

INVITES APPLICATIONS FOR THE POST OF ACCOUNTS OFFICER, HARISH-CHANDRA RESEARCH INSTITUTE

The Harish-Chandra Research Institute (HRI) is looking for a dynamic career accounts professional for appointment to the post of the **Accounts Officer** on **Direct Recruitment Basis**.

HRI was established in 1975 as the Mehta Research Institute, Allahabad. The institute has functioned as a Grant-in-Aid institution under the administrative control of the Department of Atomic Energy, Government of India from 1992. The institute was renamed after the renowned mathematician Professor Harish-Chandra in 2000.

The mission of the institute is to conduct research and to train students and advanced scholars in the areas of the Natural Sciences and Mathematical Sciences, with particular emphasis on Theoretical Physics and Mathematics. Further, to keep abreast of developments and to establish and maintain contact with researchers worldwide in these areas through collaborations, conferences, mutual visits, and other means.

HRI is a Constituent Institution (CI) of the Homi Bhabha National Institute (HBNI), a deemed university.

Number of Vacancies: 01 (UR)

Scale of Pay of the Post:

The scale of pay of the post of the Accounts Officer, HRI is in **Pay Level 11** of the VII CPC Pay Matrix, plus allowances as per the rules of the Government of India.

Other Benefits:

Residential accommodation on the campus of the institute and health care benefits as per the rules of the institute shall be provided.

Tenure of Post:

The appointee, on confirmation, shall hold office until the age of 60 years.

Nature of Duties:

The Accounts Officer of the institute shall:

- (i) Work under the general control of the Registrar and the Director. In all matters concerning Institute accounts, they shall act under the general control and orders of the Registrar and Director.
- (ii) Be responsible for maintenance of accounts, custody of papers connected with accounts, preparation of salary bills and salary cheques.
- (iii) Prepare the Annual Budget Estimate for the Director, for submission to the Governing Council.

The service conditions and other duties for the post of the Accounts Officer of the institute shall be as per the bye-laws of the institute, as amended from time to time, and in accordance with other conditions as may be fixed by the Governing Council of the institute following the norms provided by the Department of Atomic Energy. The current bye-laws of the institute are available on its website: www.hri.res.in.

Eligibility criteria:

Indian citizens meeting the following criteria on age, essential educational qualification, and experience shall be eligible to apply for the post.

Age:

Candidates shall not be more than 50 years of age as on 04.11.2025, which is the last date for receiving applications in response to this advertisement. Age relaxation as per rules shall apply.

Essential Educational Qualification:

Graduation from a recognized University.

Essential Experience:

10 Years work experience in a Lower/Middle managerial positions in Central/ State Government/ PSU/ Autonomous Bodies in the field of Finance and Accounts with knowledge of Government orders and Rules on Service matters. Out of which, 08 years experience should be in Level 8 in the 7th CPC pay matrix level/ Grade Pay of Rs4800/- and above.

Desirable Qualification:

Two-year Post Graduate Diploma in Financial Management /CMA/CA/CS.

Application Fee: Rs.500/- (Rupees Five hundred only) should be paid through online mode only in institute's bank account. Bank transfer details should be mentioned in the application form and bank transfer detail receipt should be signed by the applicant and attach with the application form. The Fee(s) paid, shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection. Any application form without application fee will not be considered. Details of bank account for online payment of application fee is given as under. No application fee is payable for S.C./S.T./PwBD/ Women candidates.

Institute Bank Account Details for Online Transaction

01	Name of the Bank	Bank of Baroda, HCRI Branch, Chhatnag Road, Jhunsi, Prayagraj-211019
02	Name of the Bank A/c	Harish-Chandra Research Institute-Security
03	Bank IFSC Code	BARB0HRIALL (5 th Character is ZERO)
04	Bank Account No.	30070100011079
05	A/c Type	Saving

Selection Procedure:

Appointment to the post shall be made by the Director, H.R.I., on the basis of a written test followed by an interview conducted by a committee duly constituted for this purpose by the Director, H.R.I.

Only candidates securing the prescribed minimum marks in the written test shall be called for the interview.

Mere satisfaction of criteria on age, essential educational qualifications, and experience shall not, by itself, be sufficient for selection to the post.

Where a large number of candidates qualify the written test, the Institute may, at the sole discretion of its Director, evolve an appropriate selection process (e.g., an additional written test or interview) and/or apply desirable qualifications or other shortlisting criteria to restrict the number of candidates called for interview to a reasonable level.

Outstation candidates called for final interview for the above post will be paid single II AC return fare for the journey by the shortest route from the nearest railway station of their place of residence/office on the production of photocopies of onward and return journey tickets.

“If you travel by air, you are required to purchase air tickets ONLY from a) M/s Balmer Lawrie & Company Limited (BLCL) b) M/s Ashok Travels & Tours (ATT) c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED. The air fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes”.

Application Procedure:

Applications in hard-copy and in the **prescribed format** (available with this advertisement), along with **self-attested copies of certificates/testimonials** in support of age, essential qualifications, and experience, should be delivered to the following address:

**Registrar,
Harish-Chandra Research Institute,
Chhatnag Road, Jhunsi,
Prayagraj – 211 019**

The application material should be placed in an envelope marked “**Application for the Post of Accounts Officer**”.

Persons employed in Government Departments/Autonomous Organizations/PSUs must send their applications **through proper channel**. No advance copy of the application will be considered.

The **last date and time** for receiving applications through proper channel by post, at the above-mentioned address is **04.11.2025 by 5:00 p.m.** Applications received after this deadline will be rejected. Incomplete applications are also liable to be rejected.

The Harish-Chandra Research Institute, Prayagraj shall not be liable for loss of applications in transit.

All further **notifications/corrigenda/addenda** concerning this advertisement shall be displayed **only on** the website of the Harish-Chandra Research Institute, www.hri.res.in, unless otherwise decided by the competent authority of the institute. It shall be the responsibility of the applicants to keep themselves updated on the selection process by regularly looking up this website.

Correspondence with individual applicants shall **usually be by email**. Applicants are therefore required to ensure that the email addresses provided by them are in regular use.

The Harish-Chandra Research Institute shall have the right to consider for the selection process only those candidates who are found eligible after screening of applications or to reject all applications without assigning any reasons therefor.

**Registrar
HRI, Prayagraj**

**APPLICATION FORMAT FOR THE POST OF
ACCOUNTS OFFICER, HARISH-CHANDRA RESEARCH INSTITUTE (HRI)**

Passport Size
photograph

Employments Notice No.:		<u>01/2025</u>
Fee Payment Details:		
(a) Online Transfer Ref. No.:		
(b) Online Transfer Date:		
(c) Amount (in Rupees):		
(d) Bank Name:		
1.	Name of the Applicant:	
2.	Nationality:	
3.	Gender:	
4.	Date of Birth (DD/MM/YYYY):	
5.	Permanent Address:	
6.	Photo Identification Number (PAN/Aadhar/Voter ID/Passport) (Please attach a self-attested copy of the photo ID)	
7.	Address for Correspondence	
8.	Telephone Number (With STD Code) Mobile Number: Email Address :	

Note: *Correspondence with individual applicants shall usually be by email. Applicants are therefore required to ensure that the email address provided above is in regular use.*

9. Educational Qualifications:

(Starting from the matriculation. Please add separate sheet if necessary):

Sl.No.	Qualification	Subject(s)	Year/Class	Board/Institution/ University
1				
2				
3				
4				

10. Present Position of the Applicant:

Designation	Name and Address of Organization	Pay Level (VII CPC)	Date of Appointment to Present Post

11. Past Experience:

List all positions held in the last 10 years, starting from the position immediately preceding the current one. Please attach a separate sheet if necessary.

Sl. No.	Designation	Organization with address	Pay Level (VII CPC/Grade Pay (VI CPC)	Duration (From - To)
1				
2				
3				

12. Any other information:

(Optional – you may include awards, distinctions, or any other relevant information)

Declaration:

I have perused the advertisement for the post of Accounts Officer, HRI (Advt. No. HRI/01/2025) in its entirety and have understood all the terms and conditions specified therein. This application is made in response to the said advertisement.

I hereby certify that the information provided in this application is true and accurate. I understand that in the event of this information being found to be false or incorrect, my candidature/appointment to the post of the Accounts Officer, HRI shall stand cancelled without notice or any compensation in lieu thereof.

(Signature of the Applicant)

Date: _____

Place: _____

Check List of enclosures (self-attested copies)

☐ Copy of Photo Identification

☐ Educational Certificates

☐ Experience Certificates

☐ Any other relevant documents
