

Giri Institute of Development Studies (GIDS), Lucknow

Invitation for Expression of Interest (EOI) for the Post of Finance and Administrative Officer (FAO) on a Contractual Basis

The Giri Institute of Development Studies (GIDS), Lucknow, invites Expression of Interest (EOI) from eligible and interested individuals for appointment as Finance and Administrative Officer (FAO) on a contractual basis.

Details:

- **Title:** Finance and Administrative Officer (FAO) – Contractual
- **Tenure:** 11 months/65 years of age, whichever is earlier
- **Remuneration:** ₹95,000/- per month (consolidated)
- **Location:** GIDS Campus, Lucknow

Eligibility Criteria:

- Retired officers from the finance/treasury or similar department/division of the Central/UP Government and the university system, preferably at the level of Additional Director or Director or equivalent
- Demonstrated experience in public financial management and institutional administration
- Should be below 65 years of age

Brief Role Description:

The Finance and Administrative Officer (FAO) shall be responsible for overseeing the financial, accounting, and administrative functions of the Institute. Key responsibilities include:

- Liaisoning with Central and State Government departments for timely release of grants-in-aid and compliance with funding norms
- Preparation and monitoring of budgets, financial statements, and utilization certificates as per statutory and donor requirements
- Supervision of accounting, audit, and internal control systems in line with GFR, CAG, and institutional guidelines
- Procurement oversight and compliance with financial rules and administrative procedures
- Administrative management including HR-related matters, service records, and contract management
- Coordination with statutory auditors and finance sub-committee, and presentation of financial reports to the Board of Governors.
- Ensuring compliance with PFMS, TDS, GST, and other regulatory requirements

The role demands sound judgment, integrity, and the ability to manage resources efficiently in an academic and research environment.

Selection Process:

- The shortlisted candidates will be called for a personal interaction at the institute.

How to Apply:

Interested and eligible candidates may submit their Expression of Interest along with a brief CV, proof of age, relevant service details, and a statement of suitability for the post to the following address or email:

Director

Giri Institute of Development Studies (GIDS)

Sector O, Aliganj, Lucknow – 226024

Email: director@gids.org.in

Tel: 05224001667

Last Date for Submission: August 11, 2025

GIDS reserves the right to reject any or all EOIs without assigning any reason.