MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA
Chitrakoot, District Satna, Madhya Pradesh – 485334
NAAC Accredited with "A++" Grade | UGC Category-I University

Advertisement No.: MGCGV/Consult/____/2026 Date: _____

ADVERTISEMENT FOR ENGAGEMENT OF ACCOUNTS CONSULTANT (Payroll & Salary Accounting)

Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya (MGCGV), Chitrakoot, invites applications from suitable and experienced candidates for engagement as Accounts Consultant (Payroll & Salary Accounting) on a purely contractual basis.

The principal purpose of the engagement is to provide clerical and accounting assistance in preparation, processing, verification and maintenance of payroll and salary-related records of the University, along with associated routine accounts work.

The selected candidate shall work under the supervision of the authorised Accounts/Finance Officer and shall assist in ensuring accurate, timely and properly documented salary and payroll processing.

1. NAME OF THE POST: Junior Consultant (Payroll & Salary Accounting)

2. NUMBER OF POSTS 01 (One)

The University reserves the right to increase or decrease the number of positions according to institutional requirements.

3. NATURE OF ENGAGEMENT

The engagement shall be purely contractual/consultancy in nature. It shall not confer any right upon the selected candidate for regular appointment, absorption, seniority, pension or any other benefit applicable to regular employees of the University.

4. ELIGIBILITY

Educational Qualification: B.Com. from a recognised University/Institution. Candidates possessing M.Com. or an equivalent qualification in Commerce/Accounts may be preferred.

Computer Skills: The candidate should possess working knowledge of MS Excel, MS Word, computerised accounting, payroll software/ERP and internet and office applications. Knowledge of Tally or other accounting software shall be desirable.

Age : 35-70 years

5. EXPERIENCE

Candidates having experience in payroll, salary accounting or accounts work in a University, College, educational institution, Government/Semi-Government organization, Autonomous Body, Public Sector Undertaking, NGO, private organization or other reputed establishment shall be preferred.

Preference shall be given to candidates having hands-on experience in:

- preparation of monthly payroll;
- salary bill preparation;
- employee-wise salary calculations;
- deductions and recoveries;
- income-tax/TDS-related payroll work;
- leave and attendance-based salary calculations;
- arrears and adjustments;

- pay fixation-related calculations;
- annual salary statements;
- payroll registers; and
- computerised payroll systems.

6. DUTIES AND RESPONSIBILITIES

The selected candidate shall primarily assist the Accounts Section in monthly payroll processing and salary accounting. The duties shall include, but shall not be limited to, the following

A. Monthly Payroll Preparation

- Preparation of monthly salary/payroll data.
- Compilation of employee-wise salary information.
- Incorporation of approved changes in salary.
- Preparation of monthly salary sheets.
- Checking employee-wise calculations.
- Preparation of salary bills and supporting statements.
- Ensuring that payroll data is processed within the prescribed time.

B. Salary Components

The Consultant shall assist in calculation and recording of applicable:

- Basic Pay;
- Academic/other applicable pay components;
- Dearness Allowance;
- House Rent Allowance;
- Transport Allowance;
- other admissible allowances;
- deductions;
- recoveries; and
- other salary components as authorised by the University.

All calculations shall be made strictly on the basis of approved University records, orders and applicable rules.

C. Deductions and Recoveries

The Consultant shall assist in employee-wise calculation and recording of:

- Provident Fund/NPS-related deductions, as applicable;
- Income Tax/TDS;
- professional tax, wherever applicable;
- insurance deductions;
- loan and advance recoveries;
- cooperative society deductions, wherever applicable;
- other authorised recoveries; and
- statutory/approved deductions.

D. Attendance and Leave Data

The Consultant shall coordinate with the concerned establishment/HR section for obtaining approved:

- attendance data;
- leave records;

- joining/relieving information;
- suspension/leave without pay information, where applicable;
- increments;
- promotions;
- transfers;
- retirement;
- death;
- new appointments; and
- other changes affecting salary.

The Consultant shall ensure that only duly authorised information is incorporated into payroll.

7. PAY FIXATION, INCREMENT AND ARREARS

The Consultant shall assist in payroll-related calculations arising from duly approved orders concerning:

- annual increments;
- promotion;
- Career Advancement Scheme/other approved career progression;
- pay revision;
- revised allowances;
- fixation of pay;
- transfer;
- joining/relieving;
- retirement;
- leave encashment, where applicable;
- arrears; and
- other authorised changes.

The Consultant shall prepare calculations and supporting statements for verification by the authorised Accounts/Establishment Officer.

The Consultant shall not independently sanction or approve pay fixation or financial benefits.

8. ARREAR CALCULATION

The Consultant shall assist in preparing employee-wise arrear statements arising from:

- pay revision;
- increment;
- promotion;
- change in allowances;
- revision of deductions;
- retrospective orders; and
- other approved financial changes.

Arrear statements shall clearly indicate:

- period;
- previous amount;
- revised amount;
- difference;
- applicable deductions; and
- net payable amount.

9. INCOME TAX & TDS-RELATED PAYROLL WORK

The Consultant shall assist the Accounts Section in:

- employee-wise TDS calculations;
- compilation of income details;
- recording eligible deductions/declarations as authorised;
- preparation of monthly TDS-related payroll data;
- reconciliation of TDS deducted from salary;
- preparation of annual salary/TDS statements; and
- providing payroll information required for statutory compliance.

All statutory filings/certifications shall remain the responsibility of the duly authorised University officer/professional.

10. PAYROLL RECONCILIATION

The Consultant shall assist in reconciliation between:

- payroll and salary bills;
- payroll and bank payment records;
- payroll and ledger entries;
- deductions and corresponding remittances;
- TDS deducted and TDS records;
- employee-wise salary and monthly expenditure; and
- payroll records and establishment records.

Any discrepancy noticed shall be immediately brought to the notice of the supervising officer.

11. EMPLOYEE-WISE PAYROLL RECORDS

The Consultant shall assist in maintaining accurate employee-wise records relating to:

- salary;
- allowances;
- deductions;
- recoveries;
- increments;
- pay revisions;
- arrears;
- tax deductions;
- statutory deductions; and
- other payroll-related transactions.

Records shall be maintained both electronically and physically, wherever required.

12. PAYROLL SOFTWARE / ERP

The Consultant shall assist in operation and maintenance of the University's payroll/accounting system, including:

- employee master data;
- salary components;
- deductions;
- payroll processing;
- payroll reports;
- salary registers;

- arrear statements;
- deduction reports;
- reconciliation reports; and
- other payroll-related MIS.

The Consultant shall have good working knowledge of MS Excel, including preparation of payroll worksheets and reconciliation statements.

13. SALARY BILL & PAYMENT PROCESSING

The Consultant shall assist in:

- preparation of monthly salary bills;
- employee-wise salary statements;
- deduction schedules;
- bank/payment schedules;
- supporting documents;
- payroll summaries;
- salary expenditure statements; and
- submission of the completed payroll file to the authorised officer for verification and approval.

The Consultant shall not independently authorise salary payments or operate financial powers of the University.

14. JOINING, RELIEVING AND RETIREMENT

The Consultant shall assist in payroll adjustments arising from:

- new appointments;
- joining;
- transfer;
- relieving;
- retirement;
- resignation;
- death in service;
- leave without pay; and
- other changes in employee status.

15. FINAL SETTLEMENT / RETIREMENT-RELATED CALCULATIONS

Where assigned, the Consultant will assist in compilation and preliminary calculation of salary-related components for employees at the time of:

- retirement;
- resignation;
- termination;
- transfer; or
- other separation.

All such calculations shall be subject to verification and approval by the authorised University officers.

16. OTHER ACCOUNTS WORK

In addition to payroll, the Consultant will assist with routine Accounts Section work, including:

- vouchers;
- ledgers;

- cash book;
- bank reconciliation;
- bill processing;
- expenditure records;
- audit documentation;
- registers; and
- other clerical accounting work assigned by the supervising officer.

Payroll and salary accounting shall, however, remain the primary area of responsibility.

17. AUDIT ASSISTANCE

The Consultant shall assist in compiling payroll-related documents required for:

- internal audit;
- statutory audit;
- Government audit;
- pension/payroll verification; and
- other authorised inspections.

The Consultant shall maintain proper supporting documentation for payroll calculations.

18. CONFIDENTIALITY

Because the position involves access to confidential employee salary information, the selected candidate shall maintain strict confidentiality regarding:

- salary;
- bank account/payment information;
- tax information;
- deductions;
- loans and advances;
- employee personal information;
- payroll records; and
- other confidential financial information.

Unauthorised disclosure or misuse of payroll information shall constitute a serious breach of the terms of engagement.

19. ESSENTIAL SKILLS

The candidate should demonstrate sound knowledge of basic accounting, good knowledge of payroll processing, proficiency in MS Excel, accuracy in numerical calculations, ability to work with large employee datasets, ability to identify payroll discrepancies, good record-keeping skills, familiarity with salary deductions, basic knowledge of TDS/payroll taxation, computerised accounting skills and ability to maintain confidentiality.

21. REMUNERATION

The selected candidate shall be paid consolidated monthly remuneration up to Rs40000 per month (negotiable) No additional allowance shall ordinarily be admissible unless specifically provided in the consultancy agreement.

22. TENURE

The initial engagement shall ordinarily be for one year. Extension may be considered on the basis of:

- satisfactory performance;
- accuracy and timeliness of payroll work;
- conduct and attendance;

- continuing requirement; and
- approval of the competent authority.

Extension shall not be automatic.

23. APPLICATION

Applicants shall submit:
Application in prescribed format
Recent passport-size photograph
B.Com./M.Com. certificates and marksheets
Experience certificates
Computer qualification certificate, if any
Details of payroll/accounting software experience
Details of relevant payroll experience and

24. IMPORTANT CONDITIONS

1. The engagement shall be purely contractual.
2. The engagement shall be governed by the rules of university.
3. The selected candidate shall work under the supervision of the authorised Accounts/Finance Officer.
4. The Consultant shall not exercise independent financial sanctioning or payment authority.
5. Payroll shall be prepared only on the basis of authorised employee and establishment records.
6. All salary calculations shall be subject to verification by the competent University authority.
7. The Consultant shall maintain strict confidentiality of employee and payroll information.
8. The Consultant shall not alter employee master data, salary components or deductions without proper authorisation.
9. The Consultant shall maintain appropriate audit trails and supporting documents.
10. The Consultant shall not claim regularisation or absorption on the basis of contractual engagement.
11. Mere fulfilment of eligibility conditions shall not confer a right to selection.
12. Canvassing in any form shall lead to disqualification.
13. The University reserves the right to increase/decrease/cancel the engagement.
14. The University may terminate the engagement according to the terms of the consultancy agreement.
15. The decision of the competent authority regarding selection shall be final, subject to applicable rules and law.

26. HOW TO APPLY

Interested candidates may submit their applications in the prescribed format along with supporting documents.

REGISTRAR
Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya
Chitrakoot, Satna (M.P.)