



Govt. of Jharkhand
Jharkhand State AIDS Control Society
Dept. of Health & Family Welfare
Sadar Hospital Campus, Purulia Road, Ranchi
Tel/Fax – 2211018, Website – www.jsacs.org.in



Adv. No:- 04/JSACS/2018

Date:- 12/10/2018

VACANTY NOTICE

Applications are invited from suitable candidate for filling up the following posts on DEPUTATION BASIS at Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand, Sadar Hospital Campus, Purulia Road, Ranchi. The name of the posts, number of posts, mode of recruitment are as under :-

S. No	Name of the Posts	No. of Posts	Mode of Recruitment
1.	Joint Director (Finance)	1	Regular on Deputation (Sr. Finance Person)
2.	Assistant Director (Finance)	1	Regular on Deputation (Finance Person with minimum 5 yrs of experience)
3.	Accountant/Finance Assistant	2	Regular on Deputation (Finance Person)

The details regarding Qualification & Experience, Terms of Reference are available in the website of Jharkhand State AIDS Control Society i.e. www.jsacs.org.in.

Note:-

1. The Project Director, Jharkhand State AIDS Control Society, Ranchi reserves the right to vary the vacancies or cancel the exercise, at any stage of the process without assigning any reason thereof.
2. Maximum age limit for applying for the aforesaid posts on deputation is below 60 years.
3. The pay & allowances will be protected as per Government of India rules.
4. The Officers/Employees who fulfill the above criteria may submit their application (with contact numbers & Email Address) through proper channel to the below mentioned address on or before **31/10/2018** by Speed Post/Registered Post only.

The Project Director

Jharkhand State AIDS Control Society

Dept. of Health & Family Welfare

Govt. of Jharkhand

Sadar Hospital Campus, Purulia Road, Ranchi – 834001

5. The envelop containing the applications should be super-scribed as “Application for the Post of On Deputation Basis.
6. Application forms received after last date will not be considered. JSACS will not be responsible for any postal delay.
7. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Supporting documents related to qualification, experience etc. may also be self – attested.

8. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
9. All disputes will be subject to jurisdiction of Hon'ble High Court, Jharkhand.
10. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel order issued/amended from time to time.
11. The application of only those government employees shall be entertained who are working on the regular basis.

Sd/-
Project Director

THE DETAILS REGARDING QUALIFICATION & EXPERIENCE, TERMS OF REFERENCE

1. JOINT DIRECTOR (FINANCE)

Mode of recruitment	Qualifications & Experience	Terms of Reference
Regular PAY SCALE & DEPUTATION ALLOWANCE AS PER GOVT NORMS.	Preference for regular officer from Govt. of Accounting Organization as post are Regular.	<ol style="list-style-type: none"> 1. Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS. 2. Assist Project Director of SACS and have overall responsibilities for all finance and accounts procedure. 3. Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures. 4. Liaise effectively with NACO on financial matters. 5. Advise the Board /Governing Body on all financial matters especially on financial policy and strategic issues. 6. Keep the Project Director informed about financial position and financial performance of the project. 7. Preparation and approval of budget and financial projections/forecasts. 8. Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures. 9. Ensure development and operation of a satisfactory finance management system for the project. 10. Ensure that an effective system of internal controls is operational. 11. Ensure smooth flow of funds to al levels of the project organization, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting. 12. Act as Treasurer of the Society 13. Any other work assigned by PD.

2. ASSISTANT DIRECTOR (FINANCE)

Mode of recruitment	Qualifications & Experience	Terms of Reference
Regular PAY SCALE & DEPUTATION ALLOWANCE AS PER GOVT NORMS.	Reference for regular officer from Govt. of Accounting Organization as post are regular.	<ol style="list-style-type: none"> 1. Overall responsible for internal, statutory & review audit, CFMS system and reimbursement claim and assist JD (F) in day to day function. <u>Major Responsibilities</u> <ol style="list-style-type: none"> 2. Timely release of funds to concerned implementing agencies for the project activities. 3. Function as Drawing and disbursing Officer. 4. Identify and assess funds requirements under various components of project. 5. Produce component-wise, category-wise and account head-wise expenditure statements. 6. Prepare schedule of Withdrawal of Proceeds and the Statement of Expenditure required for withdrawal of credit during retroactive financing period. 7. Make sure timely reconciliation of accounts of project to claim disbursement from World Bank. 8. Prepare budgetary provisions required for implementation of project. 9. Provide implementation assistance to AFU Personnel for smooth implementation of the finance and account system. 10. Any other work assigned by Joint Director, Deputy Director/ Project Director.

3. FINANCE ASSISTANT/ ACCOUNTANT

Mode of recruitment	Qualifications & Experience	Terms of Reference
Regular PAY SCALE & DEPUTATION ALLOWANCE AS PER GOVT NORMS.	Graduate preferably finance & account/ B. Com 3-5 yrs post qualification experience or experience in state accounts cadre/ organized	<ol style="list-style-type: none"> 1. Smooth and timely conduct of internal audit and statutory audit. 2. Review reports of DACS. 3. Budgeting 4. Smooth and timely release of funds to field units. 5. Preparation and submissions of reimbursement claims 6. Complying with reporting requirements 7. Receipts and scrutiny of claims received from the DACS. 8. Consolidation (through CFMS) for sending it to

	accounts Govt. of India.	NACO 9. To carry out other tasks as assigned by controlling officer.
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