



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:- 08/JSACS/2019

Date:- 05.03.2019

VACANCY 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.	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 fulfills the above criteria may submit their application (with contact numbers & Email Address) through proper channel to the below mentioned address on or before 01/04/2019 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. 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 /not super-scribed as “Application for the Post of “ 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

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Application for the post of:

1. Full Name (In Block Letters) :
2. Father's Name:
3. Date of Birth:
4. Address for correspondence (With PIN code):

AFFIX YOUR RECENT
PASSPORT SIZE
COLOUR PHOTO
HERE

5. Permanent Address (With PIN code):

6. Mobile No:
7. Email Address:
8. Category (ST/SC/BCI/BCII/GEN):
9. Gender (Male/Female):
10. Nationality:
11. Aadhar No:
12. Educational Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

13. Professional Qualification:

Examination Passed	Name of the Institute/University	Subject Studied	Month & Year of Passing	% of aggregate mark

14. Present Posting Details

Name of the Department /Organization served	Designation	Period of Service		Nature of duties performed
		From	To	

NOTE:- Enclose Self Attested Copies of:

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates
- d) Other Certificates

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the events of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate

THE DETAILS REGARDING QUALIFICATION & EXPERIENCE, TERMS OF REFERENCE

1. FINANCE ASSISTANT/ ACCOUNTANT

Mode of recruitment	Qualifications & Experience	Terms of Reference
Regular	Graduate preferably finance & account/ B. Com 3-5 yrs post qualification experience or experience in state accounts cadre/ organized accounts Govt. of India.	<ol style="list-style-type: none">1. Smooth and timely conduct of internal audit and statutory audit.2. Review reports of DACS.3. Budgeting4. Smooth and timely release of funds to field units.5. Preparation and submissions of reimbursement claims6. Complying with reporting requirements7. Receipts and scrutiny of claims received from the DACS.8. Consolidation (through CFMS) for sending it to NACO9. To carry out other tasks as assigned by controlling officer.