



Govt. of Jharkhand
Jharkhand State AIDS Control Society
Dept. of Health & Family Welfare
4th Floor Directorate Building,GVI Campus,Namkum,Ranchi-834010
Website – www.jsacs.org.in

Adv. No:- 01/JSACS/22-23

Date:- 05-04-2022

Opportunity for Retired Officer from Finance Service (State/Central Govt.)

Jharkhand State AIDS Control Society, Dept. of Health & Family Welfare, Govt. of Jharkhand invites application from interested Retired Officer from Finance Service (State/Central Govt.) for selection / empanelment for the position of Joint Director (Finance) – 01 Post . Application with details resume may be submitted through registered / speed post/e-mail(e-mail Id-jharkhandsacs@gmail.com) to Project Director at above mentioned address on or before 15.4.2022 up to 4.00PM. The details about eligibility criteria, job profile and other may be down loaded from our web site: www.jsacs.org.in.

Note; Circular regarding contractual appointment for retired personnel issued by finance department, Govt.of Jharkhand (Vide letter no.243,dt.28.4.16) will be applicable.

Sd/-
Project Director

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Post Applied for :

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

Affix recent
passport size
colour photograph
with signature
covering the
application and
photo

5. Permanent Address (With PIN code) :

6. Mobile No :

7. Email ID :

8. Category (ST/SC/BCI/BCII/GEN/Others) :

9. Gender (Male/Female) :

10. Are you Physically Handicapped :

11. Marital Status (Married/Unmarried) :

12. Nationality :

13. Language Known :

14. Aadhar No :

15. Bank Demand Draft Detail :

16. Educational Qualification :

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

17. Professional Qualification:

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

18. Particulars of Experience:

Name of the Department /Organization served	Designation	Period of Service		Experience		Exact Job Responsibilities
		From	To	Years	Months	
Total Experience						

NOTE:- Enclose Self Attested Copies of:

- a) Proof of Age(Matriculation Certificate)
- 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 requisite, 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

1. Joint Director (Finance)

Qualification & Experience	Terms of Reference
<p>Prefer for regular officer from GOVT. of Accounting Organization as post are regular.</p> <p>Incase of contractual appointment retired officer from Finance service (State / Central Govt.) as Deputy Director with 8 yrs.experience / equivalent category / Assistant Director or equivalent category with 10 yrs.experience. Circular regarding contractual appointment for retired personnel issued by finance department, Govt.of Jharkhand (Vide letter no.243,dt.28.4.16) will be applicable</p>	<ol style="list-style-type: none">1. Overall responsible for finance management including budgeting, funds management, compliance with reporting requirement and audit of SACS.2. Assist Project Director of SACS and have overall responsibility for all finance and account procedure.3. . Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures.4. Liase effectively with NACO on financial matters.5. 5. Advise the board/Governing body on all financial matters especially on financial policy and strategic issues.6. 6. Keep the project Director informed about financial position and financial performance of the project.7. Preparation and approval of budgetand 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 control is operational.11. Ensure smooth flow of funds to all levels of the project organisation, payment to various parties and ensure adherenceto service standards. Ensure effective cash management including shot-ter forecasting.12. Act as Treasurer of the Society.13. Any other work assigned by Project Director.