

## Details for the post of Director (Finance & Administration)

<b>Designation</b> Director (Finance & Admin)
<b>Location:</b> New Delhi
<b>Pay Scale:</b> 37400-67000 with grade pay of Rs. 8700-10000/-
<b>Nature of Appointment</b>
1. Deputation from Central organised Audit and Accounts/ Civil Accounts/Railway Accounts/ P&T Accounts/Defence Accounts /Cost Accounts services (Group-A) of Central Government. 2. The applicant should be on analogous post or with grade pay of Rs. 8700- 10000 with 2 years of service.
<b>Job Responsibility</b>
1. Assisting the Chief Executive Officer & Project Director in all financial matters. 2. Rendering financial advice to the management on all transactions of the Society in terms of rules and regulations of NATIS and rules and regulations of the Government of India, in so far as they are applicable to NATIS. 3. Overall financial management of the Society and accounting functions including payroll, budget, banking, treasury function, payments, tax remittances etc. 4. Day to day management of income and expenditure. 5. Financial planning including cash flow as well as fund flows. 6. Analysis and review of balance sheets and other financial accounting statements. 7. Preparations of various MIS reports on all aspects of the finance and accounts work. 8. Install and manage an effective internal oversight system over the functioning of the society and report the internal audit findings to the management. 9. Satisfactorily conclude statutory audits & C & A.G's audit.
<b>Essential Qualification</b>
An officer from the Indian Audit & Accounts Service or from any organised Central Accounts Services (GP-A) under Central Government with 14 years minimum experience.
<b>Desirable Qualification</b>
B.Com/M.B.A/CA/ICWA/CIA in Finance with good academic record from recognised university/institute or equivalent.
<b>Age limit and experience</b>
1. Not above 52 years 2. At least 14 years of experience and should be a member of the Indian Audit & Accounts Service or from any organised Central Accounts Services (GP-A), preferably with experience of financial management, treasury management, accounting, internal and external audit. 3. Should be familiar with Governmental functioning for liaison and coordination.

**Note: Last Date for receiving applications in NATRIP Corporate office is 1<sup>st</sup> September 2015 by 5.30pm.**

**APPLICATION FORM**

Please affix recent self attested photograph of self

**Name of the post: Director Finance & Administration**

1. CANDIDATE'S NAME in capital letters (in English)

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2. Father's Name in capital letters (in English)

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3. Date of Birth:

Date

Month

Year

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4. Age: as on date of publication of vacancy

Years

Months

Days

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5. Gender:

Male

Female

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6. Nationality:

Indian

Other

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7. Write complete mailing address, in block letters:-

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8. Educational/Professional Qualification in reverse chronological order from 10<sup>th</sup> std. onwards:-

<b>Educational /Professional Qualification</b>	<b>Year Of Passing</b>	<b>Division</b>	<b>Name of Board/University</b>

9. Any other higher Qualification, please specify

10. Computer Literacy: Yes/No

11. Languages Known:

12. Experience:- (A brief bio-data may enclosed)

<b>Sr. No.</b>	<b>Designation &amp; Place of posting</b>	<b>Brief listing of responsibilities</b>	<b>From</b>	<b>To</b>	<b>Duration ( No. of years)</b>	<b>Please specify whether Auto-related or other: cadre or on deputation.</b>

13. Present Designation, Place of Posting and Office Address:-

14. Present scale of pay and date of grant of/ empanelment to the scale of Rs. 37400-67000/-:-

15. Details of awards, if any:-

16. Details of past penalties/warnings, if any:-

17. Self Certification and Declaration: I hereby certify and declare that:-

1. All statements made in this application fro are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

SIGNATURE OF THE CANDIDATE

Place:

(UNSIGNED APPLICATION WILL BE REJECTED)

**Forwarded by the Controlling Officer**

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(NOC and verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Ms..... for applying and being considered against the vacancy of Chief executive Officer(CEO) & Project Director, NATRIP. Further, it is hereby certified that in the event of the office being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past record of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal:

## Appendix

### PAST RECORD OF THE OFFICIAL (TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)

1. Details of awards received by the officer, if any:-
2. Details of past disciplinary action/vigilance cases against the official, if any:-
3. Summary of ACRs for the past 5 years:-

Year	Overall Grading	Remarks, if any

**The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.**

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal: