

**Eligibility criteria for the post of Director (Finance and Administration),
to be filed on Deputation basis.**

1. Post, Pay Scale & Nature of Appointment	
Designation: Director Finance & Administration	Number of the post: 1
Location: New Delhi	
PAY LEVEL: 13, 13A & 14 as per 7th Pay commission	
Nature of Appointment: Deputation basis	
Period of Deputation likely for a tenure of 2 years or completion of project closure activities through NATIS or NAB, whichever is earlier.	
2. Academic Qualification for incumbents competencies /skill	
Essential Qualification	
An officer from the Indian Audit & Accounts Service or from any organized Central Accounts Service (GP-A) under Central Government with 12 years minimum experience.	
Desirable Qualification	
i. B.Com/ MBA/CA/ICWA/CIA in Finance & Human Resource Management with good academic record from a recognized university/ institution or equivalent.	
Government Deputation:	
i. Candidate coming from Government deputation should be in analogous posts or in the pay level -13A or 13 (as per 7 th Pay Commission) at least two years.	
ii. An officer from the organized Central Accounts Service (GP-A) under Central Government with 12 years minimum experience.	
3. Age limit	
Not above 52 years- The age limit would be relaxed by 3 years in exceptionally deserving cases.	
4. Post qualification Experience	
Essential	
i. The candidate should have at least 12 years of experience and should be a member of the Indian Audit & Accounts Service or from any organized Central Accounts Services (GP-A), preferably with experience of financial management, treasury management, accounting, internal and external audit, office administration and human resource management.	
ii. The incumbent should be familiar with Governmental functioning for liaison and coordination.	
5. Mode of Recruitment / Probation period/confirmation of Service	
i. Only "Indian Citizens" shall be eligible to apply	
ii. Job description and candidate's qualification and experience shall be the parameters for selection the candidate	
<u>Government Deputation</u>	
Deputation includes deputation from Central/ State Government/PSU's/ large Government infrastructure projects initially for a tenure of 2 years or completion of project closure activities through NATIS or NAB, whichever is earlier.	

6. Job Responsibility

- i. Assisting the Chief Executive Officer & Project Director in all financial, human resource and administration matters.
- ii. 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.
- iii. Overall financial management of the Society and accounting functions including payroll, budget, banking, treasury function, payments, tax remittances etc.
- iv. Day to day management of income and expenditure
- v. Financial planning including cash flow as well as fund flows.
- vi. Analysis and review of balance sheets and other financial accounting statements.
- vii. Preparation of various MIS reports on all aspects of the finance and accounts work.
- viii. Install and manage an effective internal oversight system over the functioning of the Society and report the internal audit findings to the management.
- ix. Satisfactorily conclude statutory audits & C & A.G's audit.
- x. Human Resource Management in the Society, including planning, recruitment, training and performance assessment.
- xi. Overall administration of the corporate office and Site offices of the Society.

Note

- a) *Application in the prescribed Performa (as attached) should be forwarded through proper channel to Sr. Administrative Officer, National Automotive Testing and R&D Infrastructure Project (NATRIP), 3rd Floor, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi- 110003, by 5.00 pm on 21st December 2018.*
- b) *Application received after the last date or without the complete documents, will not be considered.*

APPLICATION FORM
(Form should be filled in Block letters in English)

Please affix recent self attested photograph of self

Name of the post: Director Finance and Administration

1. CANDIDATE'S NAME

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2. Father/ Husband Name

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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 with contact no and email ID:-

Street Address-1:

Street Address-2:

Town:

State:

Pin Code:

Email ID:1

Email ID: 2

Mobile No:

Telephone No:

8. Educational/Professional Qualification in reverse chronological order upto 10th std. onwards:-

Educational/Professional Qualification	Year of Passing	Grade/ % Marks	Division	Name of Board/ University

9. Computer Literacy: Details

10. Languages Known:

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

Sr. No.	Designation & Place of posting	Brief listing of responsibilities*	From	To	Duration (No. of years, Month)

12. Present Designation and Office Address:-

13. Present scale of pay and date of grant of/ empanelment to the level 13/13A/14 (as per CCS Rule 2016):-

14. Details of awards, if any:-

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

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

1. All statements made in this application form 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

(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 **Director Finance and Administration**, 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 records 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: