



JHARKHAND MEDICAL & HEALTH INFRASTRUCTURE DEVELOPMENT
& PROCUREMENT CORPORATION LTD.
MCH BUILDING, RCH CAMPUS, NAMKUM, RANCHI – 834010
(CIN-U85100JH2013SGC001276), E-mail: jmhidpc2014@gmail.com

Ref. :- JMC-HR-01/HR-17/63/123

Date: 16.02.2018

CORRIGENDUM

Recruitment Advertisement

In reference to our recruitment advertisement vide no. – JMC/HR/RA-18/007 for the post of General Manager (Procurement) / General Manager (HR /Admin) / General Manager (Finance & A/C) / General Manager (Logistics). The last date for submission of application is here by extended up to 26th February 2018 with minor modification in experience criteria of General Manager (Finance & A/C).

Managing Director
JMHIDPCL



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Position in detail

The Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Limited has been established by the Department of Health, Family Welfare & Medical Education, Government of Jharkhand with the primary objective of ensuring readily availability of all essential Drugs, Surgicals & Sutures items and Health equipment's, Furniture & Fixture and Consumables in the Govt. Medical Institutions / facilities across the state by adopting a streamlined procedure of its procurement, storage and distribution system. The Corporation is also mandated for creation of Health Infrastructure & its maintenance throughout the state. To expedite the functioning of Corporation, the JMHDPCCL invites application from eligible candidates for the appointment **purely on contractual basis**.

1) Post Level : General Manager (Finance & Accounts)

- **Functional area** : All functions related to Finance & Accounts.
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 50 Years
(As on 01.08.2017)
- **Monthly Salary** : 15,600 – 39,100 with Grade Pay 6,600 and other perks & allowances as per rule.
- **Entitlement** : Vehicle for official purpose will be provided.
- **Terms of employment** : Contractual for 3 years which may be extended.
- **Reporting authority** : Managing Director, JMHDPCCL

Essential Educational Qualification

Chartered Accountant / MBA Finance (Regular Course)

Experience

5 years experiences in a Account & Finance at Managerial Level.

Duties / Responsibilities:

The incumbent will be responsible for the functioning of the Finance Unit. The incumbent will (either independently, or under direct supervision of the General Manager of the Unit) manage various functions of the Finance Department i.e. Cash, Costing, Audit, Establishment, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts etc.

Her / his key responsibilities will include, but not be restricted to;

- 1) Budgeting for all activities of Accounts
- 2) E-accounting process
- 3) Maintenance of Books of Accounts
- 4) Preparation of Balance Sheet
- 5) Bank reconciliation process
- 6) Internal audit, CA audit, statutory audit & audit by CAG.
- 7) Vendor payment management
- 8) Other payment procedure
- 9) Withdrawal of funds from treasury
- 10) Record keeping and maintenance of banking procedure
- 11) EMD / Security deposit procedure.
- 12) Knowledge of working on MS Office (Word / Excel / Power Point) accounting software such as Tally.
- 13) Any other job assigned by higher authority.