

Government of Jharkhand
Jharkhand Rural Health Mission Society
Department of Health, Medical Education & Family Welfare
Namkum, Ranchi.
Phone No: 0651-2261000, 2261856 & 2261002 Mail ID: nrhmjharkhand3@gmail.com

VACANCY CIRCULAR

Advt No. – 02(D) /2015

Last date of application : 26.10.2015

Applications are invited for filling up of one post each of **Director (Finance) & Deputy Director (Finance)** in Jharkhand Rural Health Mission Society under Department of Health, Medical Education & Family Welfare, Govt. of Jharkhand on deputation basis. Eligibility criteria, scale of pay, essential qualification, experience etc. and duties / responsibilities attached to the posts are as under:

S.No.	Vacant Positions	Eligibility / Basic Qualification	Pay Scale (in Rs.)
1.	Director (Finance) (01 UR)	<p>1. Officer under the Central Government / State Government (including officers from organized Finance & Accounts Services such as Indian Audit & Accounts Services, Indian Civil Accounts Services, Indian Defence Accounts Services or Officer belonging to State Finance & Accounts Services etc.):</p> <p>a) i) Holding analogous post on regular basis in the parent cadre / department in the scale 15,600-39,100 (PB 3+ Grade Pay 7600) or ii) With five years regular services rendered after appointment thereto on a regular basis in the scale of Pay Band-3, 15600-39100 with grade pay of 6600 or equivalent in the parent cadre / department.</p> <p>b) Possessing the following desirable qualification ;</p> <p>i) Bachelor's Degree in Commerce or Economics or Statistics from a recognized university.</p> <p>ii) 5 years experience in finance, accounts and audit matters in a supervisory capacity in a Govt. Office / Public body of repute.</p> <p>iii) MBA/CA/ICWA from any recognized university / institution.</p>	Officer's will be entitled to one grade higher pay as per GOI approval vide letter no. F.No.10 (14)/2015-NRHM-1 dated 2.9.2015
		2. Retired Government Officer of the rank of Controller Finance & Accounts / Deputy Controller Finance and Accounts in any Government Organization.	Last salary drawn minus pension (as per rules provided in CSR volume-II)
2.	Deputy Director (Finance) (01 UR)	<p>Officer under the Central Government including officer of the organized Accounts Services of AG & State Finance & Account Services.</p> <p>a) i) Holding analogues post on a regular basis in the parent cadre / department in the scale 15,600-39,100 (PB 3+ Grade Pay 6600) (ii) With five years regular service rendered after appointment thereto on a regular basis in the scale of Pay Band - 3, 15600-39100 with grade pay of 5400/- or equivalent in the parent cadre / department ; or (iii) with six years regular service rendered after appointment thereto on a regular basis in the scale of PB-2, 9300-34800 with grade pay of 4800</p> <p>b) Possessing the following desirable qualification ;</p> <p>i) Bachelor's degree in commerce or Economics or statistics of a recognized university.</p> <p>ii) Five years experience in finance, accounts and audit matters in a supervisory capacity in a Govt. Office / Public Body of repute.</p> <p>iii) MBA/CA/ICWA from any recognized university / institution.</p>	Officer's will be entitled one grade higher pay as per GOI approval vide letter no. F.No.10 (14)/2015-NRHM-1 dated 2.9.2015

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Key Responsibilities : Supervision, training and guidance of Finance & Accounts staff of the Financial Management Group, Co-ordinate Grants-in-aid Audit, Performance Audit, Parliament Committees, Parliamentary Questions, NRHM Budget, VIP / RTI reference, management of financial data base for all NRHM programmes, implementation of e-banking, e-transfer of funds to DHS/other national programmes and customized Tally, PFMS, Co-ordination with development partners, preparation and submission of claims for reimbursement of expenditure, devising financial MIS and prepare power point presentation for high level meetings, co-ordinate uploading financial information on HMIS portal, allocation, release and utilization of funds for NDCPs, Statutory Audit and Concurrent of State and District Health Societies, review, analyse and monitor compliance of Audit observation, capacity building for state / District / block level finance and accounts staff and development and accounts guidelines.

Other Responsibilities : Co-ordinate release of funds from State to District and other national programmes, oversee timely receipt and analysis of periodical financial report, Assist concerned appropriate authority for all finance, accounts and audit matters along with feedback from all DHS/other national programme monitoring financial performance indicators through MIS reports, undertake financial management performance review of DHS/other national programmes and prepare reports with recommendation for improvement, appraisal of annual PIP of state.

Regulation of pay and other terms of deputation: The pay of the selected candidates will be regulated under the provision contained as per GoI / State Govt. rules or circulars.

Age Limit: The maximum age limit for appointment for deputation shall not be exceeding 56 years as on the closing date of receipt of application and for retired Govt. Officer maximum age limit will be below 65 years.

Period of deputation: The period of deputation shall ordinarily not exceed 02 years. Further extension will depend on discretion of organization.

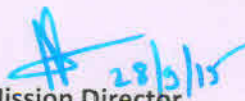
Application in the prescribed format (attached overleaf) of the eligible candidates whose services can be spared immediately together with the certificate from the forwarding authority along with the following documents:

- i) List of major / minor penalties imposed if any, on the officer during the last 10 years (if no penalty imposed) a "Nil" certificate should be enclosed),
- ii) Vigilance Clearance Certificate,
- iii) Attested photocopies of the ACR for the last 5 years attested on each page by gazetted officer.

- The organization reserves to right to cancel the said advertisement without assigning any reason at any stage.
- Qualification for all these posts is relaxable at the discretion of the competent authority as per necessity.
- The application along with required documents mentioned above may be forwarded at the following address on or before 26.10.2015.

"The Director in Chief"
Jharkhand Rural Health Mission Society,
GVI Campus, Namkum, Ranchi-834010
Jharkhand"

Application which has not been forwarded by the employer or those received without requisite certificate and necessary documents will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.


Mission Director,
National Health Mission,
Deptt. of Health & Family Welfare,
Govt. of Jharkhand

(Note: Fields Marked with * is Mandatory)

Format for Application

N.B.- Candidates should fill in the application form in his/her own hand writing.

INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT IN ANY RESPECT WILL BE REJECTED.

Fields Marked with (*) is Mandatory

Advertisement Number*: _____

Post Code*: _____

Post Applied for*: _____

1. Candidate Details

First name*		Middle Name*	
Last Name*		Gender* (M/F)	
Father's Name		Mother's Name	
Date of birth*		Nationality	
Category ¹ (Gen/SC/ST/BC-I/BC-II)		Date of retirement	
Physically Challenged ² (Y/N)		Mobile No.	
Email		Phone No. (with STD Code)	

2. Address

Correspondence address	Permanent address
Recent complete address with PIN.	

1. Education Qualification:

- All Educational Qualification starting from highest qualification up to Matriculation to be mentioned.
- Copy of duly signed certificate and mark-sheet of each qualification is to be enclosed.
- In case of GPA, please enclose the appropriate GPA conversion table.

Examination Passed*	Board/University	Passing Year	%of marks*/ GPA

Paste recent
pasport size
photograph duly
signed by the
candidate

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(Duly signed copy of Certificates & Testimonials should be enclosed)

4. Work Experience:

Note: Please do not mention experience gained as a volunteer. Start from most recent experience. If you have worked in more than one area/post within the same organization, please enter the details separately. Add more rows to the column if required.

Sl No	Name of Organization / Institution	Post held (regular / adhoc / deputation)	Scale of Pay and Basic pay	Experience		Nature of duties (in details)
				From	To	

5. Nature of present employment :

6. In case the present employment is held on Deputation /contract basis, please state :

a) The date of initial appointment :

b) Period of appointment of deputation / contract :

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post

8. Are you in revised scale of pay ? if yes, date of Revision and pre-revised scale :

9. Total emoluments per month now drawn

10. Additional information, if any, which you would like to Mention in support of your suitability for the post

11. Full postal address of the forwarding authority with name Designation and telephone number

12. List of enclosures: List of certificates and mark-sheet enclosed is to be mentioned in the table below.

Sl. No.	Details of the particulars enclosed	No. of Page/s
1.		

2.		
3.		
4.		
5.		
6.		
7.		
	Total No of pages enclosed	

Certification:

I, the undersigned, certify that to the best of my knowledge & belief the above mentioned details correctly describe my qualification, experience and myself.

Date

Place

Candidate's Signature

**Countersigned
(Employer with seal)**

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / HEAD OF OFFICE / FORWARDING AUTHORITY

Certificate that the particulars furnished by _____ are correct and he / she possesses educational qualification and experience mentioned in the vacancy circular.

2. Also Certified that ;

- i) There is no vigilance or disciplinary case pending / contemplated against _____
- ii) His / her integrity is beyond doubt.
- iii) Copies of his/her ACRs for last ten years, attached on each pages by Class I gazetted officer.
- iv) No major / minor penalties imposed on him / her during the last ten years is enclosed.

Signature _____
 Name & Designation _____
 Tel No. and email _____
 Office _____

Place :

Date :

List of enclosure :

- 1.
- 2.
- 3.

Note : Strike out which is not applicable.