

DIRECTORATE OF HEALTH SERVICES JAMMU

(Near MLA Hostel, Indira Chowk, Jammu (J&K) Pin: 180001)

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Notification for Hiring Contractual Staff

Applications on the prescribed format, are invited from eligible candidates for hiring to the post of Finance cum Logistic Consultant at NCD Cell, Directorate of Health Services, Jaammu under **National Programme for Prevention of Cancer, Diabetes, Cardiovascular Disease & Stroke(NPCDCS)**

The application forms, complete in all respects, should be deposited in the NCD Cell of Directorate of Health Services, Jammu between 9 am to 12 pm on all working days by 20th June 2017.

S. No	Name of the Post & Essential Qualification	Remuneration per month	No. & Place of Post
1.	Finance cum Logistic Consultant Inter CA/ Inter ICWA/ M.Com. or MBA(Finance/ Material Management) with knowledge of computer Desirable: At least 5 year's experience in State level and at least 3 years experience in District level in accounting including analysis, financial reporting, budgeting, financial software and reporting system. Experience of working in Health Care Financing/ National Health Accounts Age Limit: Up to 40 years.	Rs. 22,000.00 per month	1@ NCD Cell, Directorate of Health , Jammu

Job Profile

General:-

1. To support all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the Centre/ State.
2. To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts.
3. Accurate and timely submission of quarterly report on expenditure to Centre, annual audited statement of accounts and intensively monitoring the financial management in each District NCD society.
4. Financial aspects of activities in Cancer, Diabetes, CVD & Stroke and Elderly
5. Any other job assigned by concerned officers.

Specific:

1. Preparing annual and quarterly budgets for the States & District.
2. Ensuring that adequate internal controls are in place to support the payments and receipts.
3. Ensuring timely consolidation of accounts/financial statements at the National/ State/ District.
4. Training of Finance cum Logistics Officer at State & District level in fund flow mechanism and filling up the reporting formats.
5. Supporting the audit of the accounts of the State and District in accordance with the financial guidelines.
6. Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the States and Districts.
7. Reviewing the accounts and records of the State and District on a periodic basis.
8. Preparing consolidated SOE of NPCDCS on a quarterly basis.
9. Coordinating with the State and District to address the audit objection/internal control weaknesses, issues of disallowances, if any.

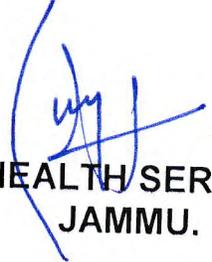
Terms and Conditions:

- Must be a resident of Jammu Division of J&K State.
- The hiring is purely on contractual basis till 31.03.2018 which will be renewable on year to year basis, based on satisfactory work and conduct. The appointing authority shall have the right to terminate hiring without assigning any reason.
- The Contractual hiring shall not confer any right on the candidate to claim extension or benefits.
- The consolidated honorarium per month is inclusive of all allowances and monetary benefits.
- The entitlement of leave, travel etc shall be governed by the rules in vogue and as applicable to the contractual/consolidated employees at State Health Society.
- The candidate shall have to join his/her duty within 7 days from the date of issuance of selection list, along with the requisite original documents failing which his/her appointment shall automatically be treated as cancelled.
- The selected candidates will have to work in the Districts/Institutions against which they are selected and their engagement shall be non transferable.
- The hiring shall be governed by other terms and conditions as are not specifically mentioned herein but are made applicable in case of such appointments at any time by the contracting authority.
- If the number of applicants is more than five times the number of posts advertised then a screening test may be conducted.
- The date of screening test and its venue shall be notified in leading local newspapers.
- Qualifying candidates shall have to appear for the interview, the date for which will be notified in leading local newspapers.
No separate interview call letters shall be issued individually.
- The applicants should attach the self attested copies of the following testimonials with the application form :
 - One passport size photograph attested by a Gazetted officer to be affixed on the application
 - Relevant Essential qualification certificate including marks cards and degree/diploma.
 - Relevant experience certificate from Competent Authority.
 - Marks certificate of education qualification (10th & 12th).
 - Matriculation certificate/ Date of Birth Certificate.
 - State subject certificate.
- The candidate shall have to execute a contract agreement with the respective Chief Medical Officer of the District.
- Interested persons may apply by sending their applications in the prescribed format.

General Instructions:

- No TA/DA shall be paid to the candidate for attending the screening test/interview
- Applications not accompanied with necessary supporting documents, shall be rejected summarily.
- In case, the last date fixed for receipt of application is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.

No.: DHS/J/NCD-78
Date: 30/5/17


DIRECTOR HEALTH SERVICES
JAMMU. *rela*

**APPLICATION FORM FOR HIRING OF CONTRACTUAL STAFF
UNDER NPCDCS**

Post applied for _____

1. Name of Candidate _____

2. Date of birth _____

3. District of domicile
(as in State subject certificate) _____

4. Sex _____

5. Address Permanent _____

Present _____

6. Telephone _____

7. Mobile no. _____

8. E mail address _____

9. Educational qualifications (Year Wise):

NAME OF EXAMINATION	UNIVERSITY/BOARD	YEAR OF PASSING	MARKS OBTAINED	MAXIMUM MARKS	% AGE

10. Computer Literacy (mention all software(s)) _____

11. Details of experience .Use separate sheet, if required, starting with present employment. List in reverse order all the employment you have had with job responsibilities.

I certify that all statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.

Enclosures.....leaves

Place:

Date:

Signature of the Candidate
Name in block