



**Eligibility criteria for the Post of Assistant Director (Finance) to be filed on
Deputation / Contract basis.**

1. Post, Pay Scale & Nature of Appointment	
Designation: Assistant Director Finance	Number of the post: 1
Location: New Delhi	
PAY SCALE: 15600-39100, Grade Pay : 7600/-	
Nature of Appointment	
Contractual Appointment till Project duration, i.e. 31 st December 2017 or further extendable if project is extended further.	
2. Academic Qualification for incumbents competencies/skill	
Essential Qualification	
Chartered Accountant /ICWA/MBA (Fin.) with good academic record from a recognized university institution or equivalent.	
Desirable Qualification	
MBA for recognized university/ institution or equivalent.	
A. Government Deputation:	
i. Candidate coming from Government deputation should be in analogous posts/ grade pay or in the pay scale of 15600-39100 with grade pay 6600/- for at least four years.	
ii. Chartered Accountant /ICWA/MBA (Fin.) with good academic record from a recognized university institution or equivalent.	
B. Private Contractual	
Candidates with proven work record with a company having a turnover of at least Rs. 250 Crore or a project implementation unit with a project size of at least Rs 1000 Crore.	
3. Age limit	
Not above 45 years- The age limit would be relaxed by 3 years in exceptionally deserving cases.	
4. Post qualification Experience	
Essential	
i. The incumbent for the post of Assistant Director, Finance should be a Chartered Accountant/ICWA/MBA (Fin.) having a minimum 10 years of experience out of which atleast 5 years should be at a supervisory position with experience in leading a team in accounting, financial control, business analysis, budgeting and costing, audit/ internal controls and in handling direct/indirect taxation issues.	
ii. Experience of accounting and auditing in IT environment.	
Desirable	
i. 15 years of experience out of which at least 5 years should be at a supervisory position with experience in leading a team in accounting financial control, business analysis budgeting and costing, audit/internal controls and in handling direct. Indirect taxation issues, after acquiring the academic qualifications.	
ii. Should be conversant with Accounting Packages like Tally, as also with Microsoft office applications, RDMS/ SAP, international Banking and import of Engineering goods.	

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

Government Deputation

Deputation includes deputation from Central/ State Government/PSU's/ large Government infrastructure projects initially for a project period or period three years whichever is earlier and can be extended as per requirement.

Internal Candidate

Suitable internal candidates in the rank of Finance Officer may also apply against this post and shall be given appropriate weightage as approved.

Private Contractual

- i. Additionally, technically qualified and otherwise suitable incumbents from the automotive industry/ testing agencies may also apply on private contractual basis.
- ii. On initial employment the employee (except Government deputationists) will be on probation for a period of six months or any other period specified from time to time which may be extended, reduced or waived at the discretion of the appointing authority.
- iii. On successful completion of the probation period, the employee may be retained in regular service of NATIS. The employment may be terminated by either side at any time by giving three months notice or salary in lieu of.
- iv. The employee will be liable to transfer to any division of NATIS, on deputation for training or posting to any other centre for performing duties that may be assigned to him/her by NATIS

6. Job Responsibility

- i. Assist the CEO, Director- Finance in overall financial management and accounting functions including payroll, budget, banking, treasury function, payments, tax remittances etc.
- ii. Foreign exchange remittance, FEMA/RBI related matters imports, banking related matters.
- iii. All activities of budgeting, accounting, financial control and costing in the project headquarters as well as field units.
- iv. Financial planning including cash flow as well as fund flow.
- v. Participate in discussions of audit findings and recommendations with operational managers and other officers as appropriate with a view to obtain their implementation within a timescale which is sufficiently realistic to be effective.
- vi. Overseeing and instructing support staff in Finance wing.
- vii. Managing and supervising the banking functions and investments.
- viii. Handling import of equipments and custom formalities.
- ix. Preparation of various MIS reports on all aspects of the finance and accounts work.



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| <ul style="list-style-type: none">x. Supervising the function of internal audit and setting up of internal controls and their monitoring.xi. Handling the statutory audits and C & A.G's audit.xii. Managing the financial management information systems.xiii. Handling direct/indirect taxation issues.xiv. Any other work assigned from time to time. |
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Note

1. Application in the prescribed Performa (as attached) should be forwarded through proper channel (where ever applicable) to *Sr. Administrative Officer, National Automotive Testing and R&D Infrastructure Project (NATRIP), 3rd Floor, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi- 110003*, within 30 days from the date of publication of this advertisement.
2. Application received after the last date or without the above mention documents, will not be considered.
