



STATE PROGRAM MANAGEMENT UNIT

Delhi State Health Mission

6th Floor, "A"&"B" Wing, Vikas Bhawan-II, Civil Lines
Delhi-110054, Tel : 011-23812902

dshmspmu@gmail.com

File No.

Dated:

**ADVERTISEMENT FOR ENGAGEMENT OF DISTRICT
ACCOUNT MANAGER & ACCOUNT ASSISTANT ON
CONTRACTUAL BASIS.**

Applications for following posts are hereby invited by Delhi State Health Mission for filling up the vacant posts under various Integrated District Health Societies and State Health Society (Delhi) in the prescribed format:

Post Code	Name of Posts	No of vacancy
A01	District Account Manager	3 (3-UR for IDHS-South West, IDHS-New Delhi & IDHS-East)
A02	Account Assistant	3 {2-UR (for IDHS-South East & IDHS-East) & 1-OBC (for SHS (D))}

The engagement will be purely on contract basis upto 31/03/2016 and can be extended for further period or as per the policy of NHM.

Important Instructions:

1. Last date for receiving of application at Office of Delhi State Health Mission , 6th floor, "A"& "B" wing, Vikas Bhawan – II , Civil Lines , Delhi - 110054 on 4/01/2016 at 4 p.m. Applications received after the last date and time, will be rejected.
2. One application will be considered for one post only.
3. No TA/DA will be paid for the selection process.
4. Applications are required to be submitted in prescribed format. Application format is annexed herewith below.
5. Recruitment Rules for the above posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed below.
6. The crucial date for determination of age would be the last date of receipt of application.
7. **Mandatory:** Full particulars along with postal address with PIN Code, E-mail, Contact No., Two passport size photographs and self-attested copies of Marks sheets, Certificates of Educational Qualifications (from 10th standard onwards) & Experience Certificates (current working experience certificates also) should be attached with the application.
8. The application should be submitted By Hand in the drop box OR by Post at the address given above.
9. **Name and Code No. of the post should be clearly stated in the application and on the envelope.**
Note: A Separate application along with documents etc. should be submitted if applying for more than one category of post.
10. **Mandatory:** Original documents of Marks sheets/Certificates (from 10th standard onwards) & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.

11. Mission Director, Delhi State Health Mission reserves the right to change the number of vacancies, withdraw the process in full or part and also has right to reject any or all applications received without assigning any reasons or giving notice.
12. Selected Candidate can be posted anywhere in Delhi.
13. The decision of the Mission Director , Delhi State Health Mission, regarding selection of the candidates will be final and no representation shall be entertained in this regard.
14. Information for the skill test / interview / counseling will be provided only through website www.dshm.delhi.gov.in .
15. Applications received in DSHM Office after the last date as mentioned above will not be considered. The Mission Director, Delhi State Health Mission will not be responsible for any postal delay.
16. Mission Director, Delhi State Health Mission has the right to reject any application, if found improper or having misleading information.
17. The candidates should not have been convicted by any court of law.
18. In case of any dispute, legal jurisdiction will be Delhi only.

Recruitment Rules:

Sr. No	Name of the Post	Qualification & Experience	Age	Monthly Remuneration in Rs.
1	District Accounts Manager	<ul style="list-style-type: none">• B.Com from a recognized university• M.Com or MBA Finance from a recognized university• Desirable Knowledge: Knowledge of GFR• At least 3 years post qualification in experience in Accounts & use of Tally.• A competency test on Tally proficiency would be conducted.	35 Years	26,900/-
2	Account Assistant	<ul style="list-style-type: none">• B.Com from recognized university• Minimum 6 months certificate Course in accounting package tally.• 1 year post qualification experience in Maintenance of accounts• A competency test on Tally proficiency would be conducted.	30 years	15,140/-

Job Responsibilities

Sr. No	Name of the Post	Job Description
1.	District Account Manager	<p>The incumbent shall work under the overall supervision and guidance of the State/District Programme Officer and will responsible for handling finance of the society. Among others these will include the following.</p> <ol style="list-style-type: none">1. Managing the accounts of the society, including grants received from state society as well as funds mobilized from donors and or user fees/ membership fee etc.2. Disbursement of funds to the in implementing agencies.3. Preparation and submission of monthly/ quarterly/ annual statement of expenditure (SoE) in prescribed format.4. Ensuring adherence to laid down accounting standards as may be adopted by the governing body of the district health & Family welfare Society.5. Ensuring timely issue and submission of utilization certificates for the utilized funds.6. Adhering to the system for periodic internal audits and established accounting systems.7. Implementing computerized financial MIS System.8. Ensure timely conduct of external audit.9. Any other activity as decided by the IDHS/SHS as per need of the Programs.
2.	Account Assistant	<ol style="list-style-type: none">1. Managing the accounts of the society, including grants received from state society as well as funds mobilized from donors and or user fees/ membership fee etc.2. Disbursement of funds to the in implementing agencies.3. Preparation and submission of monthly/ quarterly/ annual statement of expenditure (SoE) in prescribed format.4. Ensuring adherence to laid down accounting standards as may be adopted by the governing body of the district health & Family welfare Society.5. Ensuring timely issue and submission of utilization certificates for the utilized funds.6. Adhering to the system for periodic internal audits and established accounting systems.7. Implementing computerized financial MIS System.8. Ensure timely conduct of external audit.9. Any other activity as decided by the IDHS/SHS as per need of the Programs.

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Code No. _____
Post applied for _____

APPLICATION FORM

1. Name of Applicant: _____
2. Father's/Spouse Name: _____
3. Date of Birth: _____
4. Whether SC/ST/OBC/PH/Ex-serviceman: _____
5. Educational Qualification & Experience: _____

S. No.	Academic / Professional Qualification	Name of Institution	University	Course Duration / Yr. of passing out	% of Marks (Mandatory)

Experience

S. No.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn

6. Mailing Address: _____
7. Permanent Address: _____
8. Phone (R) _____ (M) _____
9. Email Address: _____
10. **Mandatory:** Self Attested documents attached: (a) Marks sheets for all qualifying exams beyond Matriculation (); (b) Certificate / Degree / Diploma (); (c) Experience (); (d) Age Proof ()*; (e) any other ()

Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

Date: _____
Place: _____

(Signature of the candidate)