

# M.P. STATE AIDS CONTROL SOCIETY

Oilfed Building, 1, Arera Hills,  
Bhopal (M. P.)

Phone 0755-2559629,

Email mpsacs@gmail.com

No.F/Estt./AIDS/18/ 346

Bhopal, Date : 02/02/2018

## ADVERTISEMENT

Madhya Pradesh State AIDS Control Society, Bhopal invites applications for the following post from interested and eligible candidate, from the State Govt./Central Govt./PSU/Other Govt. Institutions/Retired from Govt. Service for the period of one year from 01<sup>st</sup> April 2018. Period may be extended according to the performance of the candidate. Salary/ Remuneration may be paid as per M.P. State Govt. norms.


S. No.	Designation / Post	No. of Posts	Pay Scale/ Remuneration of the Post	Qualification & Experience Prescribed by NACO	Terms of Reference
01-	Joint Director (Finance)	01	15600-39100+7600 (6th Pay) Level 12 Minimum Pay 78800/- (7th Pay)  Consolidate Rs. 48500/- or Decided by NACO for contractual Employee	Preference for regular officer from Govt. of Accounting Organization as post is regular. In case of contractual appointment M.Com/ Chartered Accountant with 8 years of exp as DD, preferably retired Govt. servant from MP Finance services. Who employed as a Joint Director at the time of retirement has been minimum experience 6 years.	1. Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS. 2. Assist Project Director of SACS and have overall responsibility for all finance and accounts procedure 3. Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures 4. Liaise effectively with NACO on financial matters 5. Advise the Board/ Governing body on all financial matters especially on financial policy and strategic issues 6. Keep the Project Director informed about financial position and financial performance of the project 7. Preparation and approval of budget and financial projections/ forecasts 8. Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures

S. No.	Designation / Post	No. of Posts	Pay Scale of the Post	Qualification & Experience Prescribed by NACO	Terms of Reference
					9. Ensure development and operation of a satisfactory finance management system for the project 10. Ensure that an effective system of internal controls is operational 11. Ensure smooth flow of funds to all levels of the project organisation, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting. 12. Act as Treasurer of the Society 13. Any other work assigned by PD

1. Application duly signed in the prescribed proforma along with self attested copies of relevant documents/certificates should be forwarded through proper channel.,
2. For the regular appointment employee of the State Govt./Central Govt./PSU/Other Govt. Institutions, an advance copy of application should be sent to Project Director, Madhya Pradesh State AIDS Control Society, II<sup>nd</sup> Floor, Oilfed Building, 1, Arera Hills, Bhopal on or before dated 19/02/2018 time 05:00 PM. However, only those applications will be considered, which are received through proper channel on or before 19/02/2018, Application received after the last date or incomplete application in any respect will be summarily rejected.
3. Maximum age of applicant should be not more than 62 years as on date 01-01-2018,
4. For Retired Govt. Employee remuneration will be fixed on the basis of Pay-Pension as per government rules. Subject to maximum Rs. 48500/- or decided by NACO for contractual Employee.
5. Applications received late will not be considered.,
6. Project Director, Madhya Pradesh State AIDS Control Society reserves the right to reject any applications or all without assigning any reason and/or to extend the last date of application and such decisions shall be final.
7. Salary and Allowances to the persons appointed on deputation on this post shall be paid as per Government Rules.

**Proforma for application** :- (1) Post applied for, (2) Name of the applicant, (3) Father's/Husband's Name, (4) Date of birth and age as on 01-01-2018, (5) Address with Phone Number & E-mail Address, (6) Qualification (7) Experience, (8) Any special qualification/experience regarding post applied for, (9) Name of the Department, Post held, (10) Knowledge of Computer, (11) Present pay scale, (12) Job description of the post held, (13) Signature of the applicant.

**Note** :- One self attested photo should be affixed on application form. Self attested photo copy of relevant documents and certificates are to be enclosed with application.

  
**PROJECT DIRECTOR**