

**DIRECTOR SOCIAL WELFARE, WOMEN & CHILD DEVELOPMENT ,
CHANDIGARH ADMINISTRATION
Town Hall Extension Building, 3rd Floor, Sector-17-C, Chandigarh
Telephone No 0172-2700069**

Closing Date for receipt of applications: before 01.08.2019 upto 5.00 p.m.

Application is invited for filling up the following post purely on contract basis for setting up of State Project Management Unit (SPMU) under POSHAN Abhiyaan.

S.NO.	Name of the Post	No. of Posts	Salary Per Month
1.	Accountant	01	Rs 30,000/- p.m.

1. For details of essential qualification/desirable qualification/ Scope of work/consolidated remuneration and experience required for above posts, please visit the website of Chandigarh administration chandigarh.gov.in/
2. Complete Bio-data/CV in all respects along with stamp size- photograph and attested photocopy of essential qualification and experience, duly signed by the applicant should be submitted to the office of Director Social Welfare, Women & Child Dev.(ICDS) , Town Hall Extension Building, 3rd Floor, Sector 17-C, Chandigarh before **01.08.2019 at 5.00 p.m.**
3. No TA/DA shall be paid to the candidate for attending interview/Test.
4. If there is any corrigendum, it will be uploaded on **the website of Chandigarh administration chandigarh.gov.in/**
5. The competent authority reserves the right to cancel the selection process at any time , at any stage without assigning reason thereof.

Note: - Incomplete applications and applications received after the last date shall not be entertained and rejected without assigning any reason. Kindly check website (chandigarh.gov.in/) for regular update.

For any query contact at 0172-2700069

Sd/-
**Director Social Welfare,
Women and Child Development,
Chandigarh Administration**

S.No	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
01	Accountant	<p>Rs. 30,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.</p>	<ul style="list-style-type: none"> • PG degree in Commerce/ Accounting/ CWA-Inter/CAInter with at least 50% marks • At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU. • Expertise in MS Office including Word, Excel and PowerPoint. <p>Or</p> <ul style="list-style-type: none"> • Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience. 	<ul style="list-style-type: none"> • 5 years experience in accounting with exposure in budgeting & auditing. • Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage. • Strong computer skills, especially in the use of MS Word and Excel. 	<ol style="list-style-type: none"> 1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD. 2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any. 3. Ensure timely submission of the financial reports (FMRs) to MWCD. 4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments. 5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time. 6. Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay & Accounts Office on a quarterly basis. 7. Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRC-SPMU; 8. Any other financial related activities of the project that may be assigned by the Director.