



**Detailed Description and terms & conditions of the post
Mentioned in the Advertisement No.NRHMAAdmn/296/2007/SPMSU
Dated 01-08-2013**

1. District Accounts Officer Gr. I

No.of Post	:	1
Location	:	District Programme Management Support Unit Kollam
Qualification & Experience	:	Graduate with CA/ICWA with two years post qualification and managerial experience. Exposure to tally software desirable.
Age	:	Maximum 45 years as on 01-08-2013
Method of Recruitment	:	On contract basis
Job Responsibilities	:	<ul style="list-style-type: none"> • Overall supervision and settlement of accounts and financial matters related to the district concerned • Ensure strict financial discipline and the internal checks and controls • Maintenance of accounts of staff in the districts and peripheral institutions • Liaison with other institutions from time to time in matters relating to settlement of accounts • Other duties assigned by higher authorities from time to time
Remuneration	:	Rs.25,000/-
Reporting to	:	District Programme Manager of District concerned.

GENERAL TERMS AND CONDITIONS:

1. The applications forwarded other than through ONLINE will NOT BE CONSIDERED
2. The applications that are not complete in all respect will not be considered for short listing.
3. The maximum age limit will be 45 years
4. The undersigned will have the power to relax age, qualifications for the post. The selected candidate should be willing to relocate anywhere in the State.

5. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
6. Selection will be based on qualification, post qualification experience and performance in the written test and interview.
7. The successful candidates will be appointed on contract initially for a period of three months. The District Health & Family Welfare Society (Arogyakeralam) may at its discretion, based on the performance and integrity of the successful candidate, may extend the period of contract.
8. Opportunities for advanced training will be available.
9. Candidate should be willing to work in any District of Kerala as decided by the Society.
10. The successful candidate will have to enter into a contract with the Corporation as per format annexed as Annexure-I uploaded in www.arogyakeralam.gov.in
11. Candidates who have attended regular classes in colleges under recognized Universities need only apply.
12. The posts are for immediate requirement and the Society may prioritize the interview for different category of posts, on the basis of its requirement. The Society may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
13. Claims in respect of qualifications/ experience etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview.
14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization(s).
15. Candidates are also advised to desist from contacting the head office over phone for clearing doubts/ seeking more information, as far as possible. Corporation will provide necessary details to the queries raised over the email by candidates.
16. No TA/DA will be paid for the interview.
17. In case of posts on deputation, the candidates are expected to apply through proper channel. If this is not possible before the time limits, the candidates shall compulsorily produce 'no-objection certificate' from the employer at the time of interview.
18. All communications, including the interview call letter, from the Society side will be only through email. Candidates are advised to browse the website www.arogyakeralam.gov.in regularly for updates/ notices and announcements.
19. The posts are temporary in nature during the period of the operation of the Mission and no claim for permanency of job or labour claims to the NRHM, DHS or the Government.
20. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
21. The last date of submission of ONLINE Application is 14-08-2013 05.00 PM.

STATE MISSION DIRECTOR (NRHM)