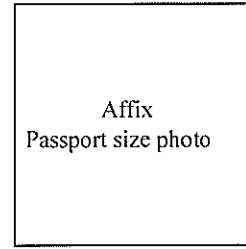


Application Form

For the post of Accounts Manager.



- 1) Name of the Applicant :
(as per the certificate)
- 2) Gender(Male/Female) :
- 3) Father / Husband Name :
- 4) Aadhar Number :
- 5) Date of Birth/ Age :
- 6) Educational Qualification :
- 7) Desirable qualification (As eligibility para)
:

8) Experience :

Name of the Organisation	Position Held	No.of Years

- 9) Community :
- 10) Nationality :
- 11) Religion :
- 12) Native Place :
- 13) Marital Status :
- 14) Address :
- 15) Email Id :
- 16) Contact Number :
- 17) Details of enclosures: i) Educational Certificates.
. ii) Community certificate
. iii) Proof of address.
. iv) Aadhar card.

v) Experience
Certificate

Declaration: I hereby declare that all the information and facts stated in the application form are true, correct, and complete to the best of my knowledge and belief

Place:
Date:

Signature of the Candidate

National AYUSH Mission
State AYUSH Society – Tamil Nadu
Terms & Condition (T&C)

Recruitment for the Post of Accounts Manager

The State Ayush Society – Tamil Nadu invites applications from eligible and qualified Candidates for engagement to the post of **Accounts Manager** on a purely temporary and contractual basis under the National AYUSH Mission (NAM).

Name of the Organization	State AYUSH Society - Tamil Nadu
Location	Chennai, Tamil Nadu
Name of the Position	Accounts Manager
Number of Positions	One (1)
Place of Posting	Chennai, Tamil Nadu
Reporting Authority	Director/Member Secretary, State Ayush Society - Tamil Nadu.
Administrative Control	The Member Secretary, State Ayush Society - Tamil Nadu.

1.Essential Qualification and Experience:

MBA- Finance/ M. Com/ ICWA (Inter)/ CA (Inter) from recognized institute with Minimum 2 years' experience in a government or any other reputed organization in account management. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package and MS Office, MS Word, MS Power Point and MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector including AYUSH.

2.Responsibilities:

- i.** Managing the accounts of National AYUSH Mission.
- ii.** To prepare Utilization Certificates to be submitted to the Central Govt. in the prescribed format and ensuring its timely submission.
- iii.** Pursue with the Central Govt. with submissions of UCs etc.
- iv.** To assist the Finance Manager in Preparation of all the financial data/MIS related to sanction – wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilization certificate submitted to Govt. of India.
- v.** Periodical updation of U.C. Statements and preparation of monthly Statements on outstanding U.Cs and Reconciliation of same with Central Govt.
- vi.** Coordinate with State/District AYUSH Societies/ AYUSH Directorate/ state treasury/ finance department for monitoring and reconciliation of expenditure and proper maintenance of accounting procedure of the Grant-in-aid.
- vii.** Assist the Finance manager in ensuring proper flow of funds and in all financial matters.

- viii. To examine the Audit reports submitted by the various Auditing agencies and assist the finance manager in taking follow up action.
- ix. Attending the work of Reconciliation of UCs with Central Govt.
- x. To assist the Programme Manager in planning & in budgeting for different components for the Scheme.
- xi. Any other work assigned by officers of the State Govt. from time to time.

3. Remuneration

The selected candidate shall be paid a consolidated remuneration of **Rs.45,000/- (Rupees Forty Five Thousand only) per month.**

An annual enhancement may be considered based on satisfactory performance, availability of funds and approval of the competent authority.

No other allowances shall be admissible

4. Age Limit

The maximum age shall be **50 years** as on the date of notification.

5. Period of Contract

The engagement shall initially be for **eleven (11) months.**

The contract may be extended from time to time based on:

- satisfactory performance,
- continuation of the Scheme,
- administrative requirement, and
- availability of funds.

Extension shall not be claimed as a matter of right.

6. Selection Procedure

Selection shall be made through:

- Scrutiny of applications.
- Shortlisting of eligible candidates.
- Personal Interview.
- Practical Test/Skill Test, if considered necessary by the Selection Committee.

The decision of the Selection Committee shall be final and binding.

7. General Terms and Conditions

1. The appointment is purely temporary and contractual under the National AYUSH Mission.
2. The engagement shall not confer any right for regular appointment, absorption or permanent employment under the Government of Tamil Nadu or the State AYUSH Society.
3. The engagement shall automatically cease upon discontinuation or closure of the Scheme without any separate notice.
4. The services of the contractual employee are liable to be terminated at any time in the event of misconduct, suppression of facts, submission of false information, breach of contract, violation of confidentiality, unauthorized absence or unsatisfactory performance, without prejudice to any other action deemed fit by the competent authority.
5. The selected candidate shall devote full time to the duties assigned and shall not undertake any other employment, consultancy or private assignment during the contractual period without prior written approval of the competent authority.
6. All original educational qualifications, experience certificates and other testimonials shall be verified before appointment.
7. Appointment shall be subject to verification of antecedents and medical fitness wherever applicable.
8. No TA/DA shall be paid for attending the interview, skill test or joining duty.
9. Mere submission of an application shall not confer any right to be called for interview or selection.
10. The competent authority reserves the right to shortlist candidates based on higher qualifications, additional experience or any other objective criteria.
11. The competent authority reserves the right to increase or decrease the number of vacancies, modify the recruitment process or cancel the recruitment at any stage without assigning any reason.

12. All software, websites, databases, photographs, videos, graphics, reports, digital content and other intellectual property created during the period of engagement shall remain the exclusive property of the State AYUSH Society – Tamil Nadu.
 13. The selected candidate shall maintain absolute confidentiality of all official records, Government data and digital information both during and after completion of the contractual engagement.
 14. The candidate shall comply with all Government rules, IT security policies and instructions issued by the competent authority from time to time.
-