

**Eligibility criteria for the post of Director (Finance and Administration),  
to be filed on Deputation basis.**

<b>1. Post, Pay Scale &amp; Nature of Appointment</b>	
<b>Designation:</b> Director Finance & Administration	<b>Number of the post: 1</b>
<b>Location:</b> New Delhi	
<b>PAY LEVEL:</b> 13, 13A & 14 as per 7 <sup>th</sup> Pay commission	
<b>Nature of Appointment:</b> Deputation basis	
Period of Deputation likely to be Project duration, i.e. 30 <sup>th</sup> June 2019 or further extend if project is extended further.	
<b>2. Academic Qualification for incumbents competencies /skill</b>	
<b>Essential Qualification</b>	
An officer from the Indian Audit & Accounts Service or from any organized Central Accounts Service (GP-A) under Central Government with 12 years minimum experience.	
<b>Desirable Qualification</b>	
i. B.Com/ MBA/CA/ICWA/CIA in Finance & Human Resource Management with good academic record from a recognized university/ institution or equivalent.	
<b>Government Deputation:</b>	
i. Candidate coming from Government deputation should be in analogous posts or in the pay level -13A or 13 (as per 7 <sup>th</sup> Pay Commission) at least two years.	
ii. An officer from the organized Central Accounts Service (GP-A) under Central Government with 12 years minimum experience.	
<b>3. Age limit</b>	
Not above 52 years- The age limit would be relaxed by 3 years in exceptionally deserving cases.	
<b>4. Post qualification Experience</b>	
<b>Essential</b>	
i. The candidate should have at least 12 years of experience and should be a member of the Indian Audit & Accounts Service or from any organized Central Accounts Services (GP-A), preferably with experience of financial management, treasury management, accounting, internal and external audit, office administration and human resource management.	
ii. The incumbent should be familiar with Governmental functioning for liaison and coordination.	
<b>5. Mode of Recruitment/ Probation period/confirmation of Service</b>	
i. Only "Indian Citizens" shall be eligible to apply	
ii. Job description and candidate's qualification and experience shall be the parameters for selection the candidate	

### **Government Deputation**

Deputation includes deputation from Central/ State Government/PSU's/ large Government infrastructure projects initially for a project period or period three years whichever is earlier and can be extended as per requirement.

### **6. Job Responsibility**

- i. Assisting the Chief Executive Officer & Project Director in all financial, human resource and administration matters.
- ii. Rendering financial advice to the management on all transactions of the Society in terms of rules and regulations of NATIS and rules and regulations of the Government of India, in so far as they are applicable to NATIS.
- iii. Overall financial management of the Society and accounting functions including payroll, budget, banking, treasury function, payments, tax remittances etc.
- iv. Day to day management of income and expenditure
- v. Financial planning including cash flow as well as fund flows.
- vi. Analysis and review of balance sheets and other financial accounting statements.
- vii. Preparation of various MIS reports on all aspects of the finance and accounts work.
- viii. Install and manage an effective internal oversight system over the functioning of the Society and report the internal audit findings to the management.
- ix. Satisfactorily conclude statutory audits & C & A.G's audit.
- x. Human Resource Management in the Society, including planning, recruitment, training and performance assessment.
- xi. Overall administration of the corporate office and Site offices of the Society.

### **Note**

- a) Application in the prescribed Proforma (as attached) should be forwarded through proper channel (where ever applicable) to Sr. Administrative Officer, National Automotive Testing and R&D Infrastructure Project (NATRIP), 3<sup>rd</sup> Floor, NBCC Place, Pragati Vihar, Lodhi Road, New Delhi- 110003, by 5.00 pm on 16<sup>th</sup> August 2018.
- b) Application received after the last date or without the complete documents, will not be considered.