

F.N. JSK/3(1)/2012
Jansankhya Sthirata Kosh
(National Population Stabilization Fund)
Room No. 285- August Kranti Bhawan, 1st Floor, Annie Besant Gate,
Bhikaji Cama Place New Delhi - 110066

RECRUITMENT OF CONSULTANTS ON PURELY CONTRACT BASIS

Jansankhya Sthirata Kosh (JSK) is an autonomous body of the Ministry of Health & Family Welfare, GoI, invites applications for the following post on purely contract basis, initially for a period of one year (extendable).

1. **Consultant (Finance & Administration)**
2. **Consultant (Medical) for National Helpline**
3. **Consultant (Accounts)**

ToRs

1. Consultant (Finance & Administration)

No. of Posts: One

Age: up to 62 years (age as on 1st April 2016)

Education Qualification & Experience.: Graduate preferably with Post Graduate diploma in Personnel Management/Financial Management, with minimum 10 years experience of General Financial Rules, Finance & Administration, budget, establishment, procurement, tenders floating etc.

Essential: retired from Central Govt. department, (Under Secretary and above rank)

Job specification:

- Administration/Establishment matters, discipline, drafting of rules/ regulations, office orders etc.
- Working knowledge of Central Govt./Central Govt. autonomous body rules & regulations in:
 - Finance & Administration,
 - Procurement and fund management
 - Tenders/RFP preparation & floating
 - Service Rules / Establishment / HR / Recruitment Rules under Central Govt. / Central Govt. autonomous body
 - Organizing meetings and preparation of agenda & minutes.
 - Maintenance of stocks and assets of JSK.
 - Handling of audit matters including CAG audit.
 - Implementation of the effective administrative and financial control.
 - Knowledge of computers & its applications (MS office, internet etc.)
 - Any other work assigned by ED, JSK from time to time.
- Shall be reporting to Executive Director, JSK.
- **Monthly remuneration fee: Rs.40,000/-**, the monthly remuneration paid by the JSK will not exceed last salary drawn minus pension.
- Initially for a period of one year/till joining of permanent employee for the same post, whichever is earlier



2. Medical Consultant for National Helpline

No. of Posts: One,

Age: up to 62 years (as on 1st April, 2016)

Educational Qualification:

Applicants should have MBBS with Post Graduate degree or diploma in Obstetrics & Gynaecology, Preventive and Social Medicine or Social Science or Demography from a recognized university/ institute or equivalent.

Experience:

- Applicants should have minimum 3-5 years experience in dealing with Reproductive & Child Health which includes Maternal & Child Health, Immunization, Family Planning, Sexual health, Adolescent health and other related issues.

Required Skills:

- Efficient in MS Office, Excel, Internet etc.
- Proficiency in Hindi & English.

Job Specification:

- Person will be Technical in Charge (Medical) of the National Helpline, providing required expert information to the callers.
 - Supervising the working of Executives & providing on job training.
 - Coordinating for the training of new executives
 - Assisting in updating of Question Bank/FAQs.
 - Any other activity assigned by ED-JSK from time to time.
 - Shall be reporting to Executive Director, JSK.
- **Working days:** Monday to Saturday
- **Monthly Remuneration Fee: Rs. 50,000/- to 60,000/-**, the monthly remuneration paid by the JSK will not exceed last salary drawn minus pension.
- Initially for a period of one year (extendable)

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3. Post: Consultant (Accounts)

No. of Posts: One,

Age: up to 62 years (as on 1st April, 2016)

Qualification and Experience. Graduate with the qualification of SAS/CA/ICWA with minimum 8-10 years experience of Central Govt./Central autonomous bodies and having knowledge of rules & regulations in Finance & Accounts including preparation of Accounts/budget etc.

Job specification:-

- Instrumental in handling the entire system of receipts, payments, budgets, advances, interacting with banks etc.
 - Knowledge of calculation, deduction of TDS and preparation of statement for TDS returns/service taxes etc.
 - Sound knowledge of Provident Fund.
 - Handling petty cash.
 - Verification and validation of bills/voucher, cheque preparation etc.
 - Vouchers posting in Tally package (ERP.9 and above version).
 - Preparation of financial reports, balance sheet, presentation as per the requirement from time to time.
 - Reconciliation of bank statement & other account balances.
 - Payment related Vouchers preparation
 - Adjustment of outstanding payment in co-ordination with States/district/private facilities, media agency etc.
 - Knowledge of Computers & its applications (MS office, internet etc.)
 - Shall report to Consultant (Finance & Administration), JSK.
 - Any other work assigned by the Executive Director, JSK from time to time.
- **Monthly remuneration fee: Rs.30,000/- to Rs. 35,000/**, in case of retired Government employee, monthly remuneration paid by the JSK will not exceed last salary drawn minus pension.
- Initially for a period of one year

- Interested candidates for the above posts may submit their application within 21 days of advertisement by post/by hand to Executive Director, Jansankhya Sthirata Kosh Room No. 285- August Kranti Bhawan, 1st Floor, Annie Besant Gate, Bhikaji Cama Place New Delhi -110066.
- Self attested exp. Certificate, educational qualification degree/diploma, pay slip and in case of retired Government employee copy of PPO (Pension Payment Order) must be attached with the application.
- The application must reach by 19.12.2016, 4.00 pm. (19 Dec, 2016)

[Handwritten Signature]

APPLICATION FORM

Post applied for _____

| |
|---|
| Paste recent passport size photograph |
|---|

1. Name of Applicant: _____

2. Father's/Spouse Name: _____

3. Date of Birth: _____

4. Complete age as on 1st April, 2016: _____

4. Whether Retired: _____

5. Educational Qualification & Experience: _____

| Sl. N. | Name of degree/course | Name of University/Institution | Year of Passing | %age of Marks |
|--------|-----------------------|--------------------------------|-----------------|---------------|
| | | | | |
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| S.N. | Designation | Name of Institution/employer | Period of Work | Nature of Work/Exp. | Emoluments |
|------|-------------|------------------------------|----------------|---------------------|------------|
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| | | | | | |
| | | | | | |

6. Mailing Address: _____

7. Permanent Address: _____

8. Phone: (R) _____ (M) _____

9. Email Address: _____

10. Mandatory: Self Attested documents attached: (a) Marks sheets () ; (b) Certificate/Degree/Diploma () ; (c) Certificate of Registration (Medical Doctor); (d) Experience () ; (e) Age Proof () * ; (f) Pay Slip/contract order (g) Copy of PPO (if applicable) (h) any other ()

11. Undertaking: I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

Date:

Place:

(Signature of the candidate)

* Crucial date for determining the age of the Candidate shall be 1st April, 2016

[Handwritten Signature]

Place:

(Signature of the candidate)

* Crucial date for determining the age of the Candidate shall be 1st April, 2016

Newspaper Advertisement Matter

Jansankhya Sthirata Kosh

An autonomous Body under Ministry of Health &
Family Welfare, GoI
Room No. 285- August Kranti Bhawan, 1st Floor,
Annie Besant Gate, Bhikaji Cama Place
New Delhi -110066

Invites application for the following post on purely
contract basis, initially for a period of one year

| S.N. | Name of the Post | No. of Post | Age Limit up to |
|------|---|-------------|-----------------|
| 1 | Consultant (Finance & Administration) | 1 | 62 yrs. |
| 2 | Consultant (Medical) National Helpline | 1 | 62 yrs. |
| 3 | Consultant (Accounts) | 1 | 62 yrs. |

For details information, please visit our website:
www.jsk.gov.in

L. Singh