

**QUALITY COUNCIL OF INDIA
NEW DELHI**

Advertisement for recruitment for the post of Director, Finance & Accounts, QCI

POST DETAILS

(kindly read the general terms & conditions given at end of post details before filling application form)

1. Director Finance & Accounts, QCI	
i.	No. of post: 1
ii.	Nature of post: Regular
iii.	Nature of engagement: Initially on Contract for 2 years with the provision for absorption based on performance
iv.	Starting CTC (per annum): Rs. 24.6 lakhs
v.	Age (desirable): Preferably 55 years or less on closing date of advertisement. (Age of superannuation 60 years)
vi.	Essential qualification: Masters in Commerce or Economics or Management from a recognized Institution / University. Or 2 year full time post Graduate Diploma in Management from a recognized Institution / University. Or Chartered Accountant / Cost Accountant from respective Institute
vii.	Desirable qualification: Post-Qualification Certification/Diploma from either Institute of Chartered Accountants/Cost Accountants
viii.	Essential experience: 18 years in a structured system / Government/ Industry / PSUs with minimum 5 year at supervisory level in the field of Finance & Accounts

ix.	<p>Competencies required:</p> <ul style="list-style-type: none"> • Sound knowledge of Financial Procedures, financial analysis of Investment and Fund, Management & Accounts including externally aided projects. • Ensuring financial discipline in purchases and expenditure. • Budget Preparation & Monitoring, Regulatory & Statutory Compliances. • Implementation / Execution of annual work plan. • Responsibility for all accounting operations and preparation as well as well-versed in internal, external, GST departmental audit procedures, submission of financial progress reports. • Monitoring of fixed assets, debtors, creditors, loans & advances. • Preparing of timely monthly, quarterly and yearly financial statement. • In-depth knowledge of direct & indirect taxes.
x.	<p>Area of operation: -</p> <p>Account & Finance and related areas (w.r.t society registered under Societies Registration Act of 1860 and for Companies incorporated under Companies Act).</p>
xi.	<p>Functions / Responsibilities:</p>
a	<p>Managerial responsibilities</p> <ul style="list-style-type: none"> • To effectively manage the finance and accounts functions with proper systems and controls. • To establish systems and procedures that will bring positive results. • To ensure random checks carried out to monitor the system functioning. • To obtain feedback and take corrective measures for improvement in the systems and procedures. • To effectively manage the organization/departmental affairs and related legal matters. • To ensure proper coordination/working relationship with boards / divisions / departments under all the ambit of QCI. • To implement systems and procedures for consistency and quality across QCI.
b	<p>Functional responsibilities</p> <ul style="list-style-type: none"> • Coordination with Finance Committee in work related to Finance & Accounts. • Overall in charge for developing, maintaining financial and accounting policies and procedures. • Corporate fund planning and financial management. • Developing proper systems and controls. • Statutory compliance in finance functions. • Advising in material procurement / works contract. • Effective control and monitoring of billing and revenue collections. • Monitoring outstanding dues, preparing and implementing recovery action plans. • Coordination and interaction with other functionaries as well as with other outside agencies concerned in the best interest of the organization.

xii.	<p>Nominations:</p> <p>The nominations for the post of Director, Finance & Accounts can only be forwarded by the Head of Institution / Organisation / Industry of repute for the eligible candidates enclosing the following documents:</p> <ol style="list-style-type: none"> i. Duly signed Covering Letter from the Head of Institution / Organisation / Industry, on the letter head of the organization. ii. Duly filled in nomination form available at http://qcin.org/careers.php iii. Copy of print-out of online application form submitted by candidate / copy of acceptance email giving Form Id no.. <p>The envelope submitting the nomination should be superscribed as 'NOMINATION FOR THE POST OF DIRECTOR, FINANCE & ACCOUNTS and should be posted to the address: Quality Council of India, 2nd floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi-110002.</p>
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Submission of application: Interested candidates fulfilling the eligibility criteria are requested to apply online in the link <https://www.qcin.org/careers.php>, available on QCI website.

Last date of receipt of online applications / nominations: 15.9.2019.

General terms & conditions (*all the applicants are requested to go through the terms & conditions below before filling online application / submission of nomination*):

1. Last drawn salary must be commensurate with the post applied for (candidate must upload the last salary slip).
2. The applicant whose nomination is being forwarded shall also be required to apply online within the stipulated time-period for consideration of his/her application.
3. Only online 'freezed' applications shall be considered. **Kindly note that after clicking on submit button the message for successful submission of application should appear on the screen for confirmation of submission of application. The applicant should also receive a confirmation message on his/her registered email.**
4. Incomplete applications shall not be considered.
5. Essential qualification must be obtained through full time mode from a University or Institute recognized by appropriate regulatory authority.
6. Relevant documents required as per the online application should be uploaded.
7. Any application/nomination received after the last date mentioned above shall not be considered.
8. Only applications received from the eligible candidates shall be entertained.
9. Persons already in employment / Government job should upload NOC from the present employer and vigilance clearance from parent department. However, in case the vigilance clearance is not available at the time of application, the same should be submitted at the time of interview (in case called).
10. QCI reserves the right to not to fill the vacancy or cancel the advertisement for the above mentioned posts, without assigning any reason. Any consequential

vacancy arising at the time of interview may also be filled from the available candidates.

11. Screening Committee may adopt criteria higher than the minimum prescribed w.r.t. Age, Experience, Qualification, etc. in case large number of applications are received. The decision of Screening Committee, appointed for the purpose to shortlist the candidates from amongst the total number of applications received will be binding on all.
12. The eligibility of candidate shall be determined as on last date of submission of online application form.
13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, QCI reserve the right to modify / withdraw / cancel any communication made to the candidate.
14. Applying for a post and merely fulfilling the eligibility criteria does not confer the right to be called for interview. Only shortlisted candidates will be called for interview.
15. The decision of QCI in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type and from any source will disqualify the candidature of the applicant.
16. Panel may be drawn for one year.
17. In case of any dispute / ambiguity that may occur in the process of selection, the decision of QCI shall be final.
18. No TA/DA shall be paid for attending interview.
19. Interview by Skype/Teleconference may be allowed for justifiable reasons.
20. QCI may conduct a background check on candidates & any concealment of information will make the candidate liable for cancellation of his/her candidature.
21. In case of any query, kindly send an email at the email id hr@qcin.org. No query on phone shall be entertained.