

Sr. 4 & 5 DISTRICT/BLOCK ACCOUNTANT CUM CASHIER

SUMMARY OF JOB:

To compile and present financial data received from districts, basic analysis of reports and assist in information management and report preparation for program monitoring. Maintain all records and reports relevant to the program.

QUALIFICATION:

Graduate in Commerce (min. 50% marks) with Diploma / Certificate in computer applications. Pass in subject of Punjabi upto Matric Standard

EXPERIENCE:

Desirable - 2 years work experience

AGE:

18-35 years. Relaxable in the case of candidates belonging to the reserved categories as per the instruction of the State Government

SPECIFIC DUTIES AND RESPONSIBILITIES WILL BE:

- To feed collected data in accounting software, compile, analyze and present this to SMO
- To assist in preparation of reports and budget documents related to NRHM Programme
- To prepare feed back reports / queries on the reports received in the block from districts/ State level and other partner agencies.
- To maintain proper filing system of reports and other papers received by Block.
- To provide secretarial assistance to SMO and maintain proper registers and records of the same.
- To attend to any other duties / responsibilities assigned by the authorities and the reporting officer.
- Any other job assigned by SMO
- Monitoring of recording / reporting system through field visits and submit visit note with appropriate suggestions / actions for improvement
- Support Account Cell of Block in preparation of various software and monthly /quarterly reports.
- Maintain cashbook, vouchers, SOE and audited statements, bank account etc. of the Block.

KNOWLEDGE, SKILLS & ABILITIES:

- Good knowledge and skills on computer application, particularly word-processing and Excel / spread sheets and Tally.
- Basic skills in office management and filing systems
- Good typing and data entry skills.

SALARY:

- Maximum consolidated salary Rs. 9200/- per month for District Statistical Assistant
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- Maximum consolidated salary Rs9200/- per month for Block Accountant-cum-Cashier

NO. OF VACCINES

District/Block Accountant cum Cashier					
Sr No.	District	No. of Post- Vacancy			Total
		Place	General	SC/ PH/ ESM/ BC/ Sports	
1	Barnala	DHQ			1
2	Faridkot	DHQ& Baja Khanna	1-Gen	1-SC	2
3	Ferozepur	Jandwala Bhimeshah		SC	1
4	Gurdaspur	Bhan	General		1
5	Muktsar	DHQ		SC	1
6	Mansa	Budhlada	General		1
7	Sangrur	Amargarh		SC	1
8	Tarn Taran	Gharyala, Kairon, DHQ	1 Gen	1 SC, 1 ESM	3

- Note:**
- (1) Posts may increase/decrease.
 - (2) These posts may be discontinued at any time depending upon the work load requirement or validity of the project.
 - (3) Reservation policy of the Govt. of Punjab will be followed in the recruitment of above categories of staff
 - (4) The posts will be place specific and non-transferable
 - (5) **Application should be submitted at O/o Concerned Civil Surgeon of the District where candidate prefers to serve.**
 - (6) The appointing authority will be the Civil Surgeon of the District.