

Rastriya Madhyamik Shiksha Abhiyan, Gujarat
Gujarat Council of Secondary Education, Gandhinagar
C/o. Commissionerate of School & MDM

Block –No. 9 1st Floors, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar

Eligibility Criteria, Job Profile and Other Details

Name of the Post	... Project Coordinator (Finance)
No. of the Posts	... One
Location	... Gandhinagar
Eligibility Criteria	...
A. Educational Qualifications	: Chartered Accountant from recognized institute with 3 years of experience
B. Age	: Not exceeding 40 years.
C. Desired skill	: Proficiency in computer and web-internet applications.
D. Language Skills	: Good knowledge and proficiency in English is essential

Remuneration: Consolidated monthly remuneration of Rs.40,000/- to Rs.50,000/-.

Reporting : The Project Coordinator (Finance) will report to **Joint Director, (Accounts), Commissioner MDM & Schools Gandhinagar**

Duration of the assignment: The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on satisfactory performance.

Extent of touring: The extent of touring will be medium. The Consultant is expected to periodically visit Schools\ sites located in different places of Gujarat State.

Duties and Responsibilities:

Project Consultant (Finance) under the guidance of Commissioner MDM & Schools, is responsible for:

- Managing the funds provided for state level activities under the project, including monitoring project accounts and costs.
- Ensuring full knowledge and systematic application, including by key staff within the State/ according to **GOI** procedures and requirements for financial management.
- Liaising with the Finance Officer at the national level, providing information on issues (problems and solutions) for the national clearing house.

- Acting as a support and reference person for all project-related financial management tasks.
- Preparing annual estimates and budget for the project at state level and submit to GOI
- Ensuring timely release of funds for project activities at State level
- Ensuring maintenance of project accounts as per standard procedures.
- Preparing quarterly Financial Management Reports (FMRs) and ensure their timely submission to GOI
- Ensuring the timely preparation and submission of monthly/quarterly claims for reimbursement.
- Coordinating submission of annual audit report from state to GOI and timely compliance of audit observations. If a system of internal audit exists the Finance Officer should ensure adequate coverage, scope and timely and satisfactory response to observations by internal auditors.
- Reviewing and monitoring financial management arrangements for the RMSA project.

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Block No: 9, 1st Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar
(Office of Commissioner Schools & MDM)

Eligibility Criteria, Job Profile and Other Details

Name of the Post ... Project Co-ordinator (MIS /SEMIS)

No. of the Posts ... One

Location ... Gandhinagar

Eligibility Criteria ...

- A. Educational Qualifications: Computer Engineer Graduate or M.C.A from recognized University with 3 years experience
- B. Age : Not exceeding 40 years.
- C. Desired skill: Proficiency in computer and web-internet Applications. Good knowledge of Management Information System. Experience of Online job or tasks.
- D. Language Skills: Good knowledge and proficiency in English language is essential

Remuneration : Consolidated monthly remuneration of Rs. 25,000/-

Reporting : The Project Co-ordinator (MIS \SEMIS) will report to Joint Director,(Accounts), **Gujarat Council of Secondary Education, Gandhinagar**

Duration of the assignment: The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on

Satisfactory performance.

Extent of touring: The extent of touring will be medium. The Co-ordinator is expected to set up extraordinary set up of MIS related work. The Coordinator will have to create new programmes for RMSA & GCSE.

Duties and Responsibilities:

Co-ordinator (MIS \SEMIS) under the guidance of the State Mission Director GCSE and directly under the RMSA Cell, is responsible for :

Ensuring full knowledge and systematic application, including by key staff of relevant State/GOI official and latest knowledge of Programming and Creation of new software's.

- Managing the MISISEMIS(Secondary Education Management System) required for state level activities under the project and manage the Continuous coordination with NUEPA ,Delhi and MHRD, GOI
- Liaising with the Officer, SEMIS at the national level, providing information on issues (problems and solutions)
- Acting as a support and reference person for all project-related & computer related tasks.
- Submitting quarterly progress reports to the RMSA Cell & GOI.

Acting as first line for dealing with enquiries and complaints referred to the GCSE & RMSA

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Eligibility Criteria, Job Profile and Other Details

Name of the Post ... Accounts Assistant

No. of the Posts ... One

Location Gandhinagar

Eligibility Criteria ...

- A. Educational Qualifications : Graduate in any Discipline from recognized university * (Preferably B.COM).
With 3 years of Experience in maintaining accounting.
- B. Age : Not exceeding 35 years.
- C. Desired skill : Proficiency in Computer and Tally.
- D. Language Skills : Good knowledge and proficiency in English is essential.

Remuneration : Consolidated monthly remuneration of Rs.9000/- per month

Reporting : The account assistant will report to Joint Director (Accounts) **Gujarat Council of Secondary Education, Gandhinagar**

Duration of the assignment : The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

Account Assistant, under the guidance of the State Mission Director GCSE and directly under the RMSA Cell, is responsible for:

- Assisting the Accountant in preparing the vouchers, cheques, managing petty cash, maintaining Cash Book/Bank Book etc.
- Making entries in Tally regarding RMSA accounts.
- Managing all the account related files.
- Assisting in Budget preparation.
- To prepare Bank Reconciliation Statement.
- Drafting, preparing notes related to accounts.
- Any accounts related work given by the Accountant or Superior has to be done.