

**Department of Justice
Ministry of Law & Justice
Government of India**

Department of Justice seeks to engage following personnel on contract basis, initially up to 31st March 2024 from the date of joining (which may be extended on need basis) for its Access to Justice programme:

S.No	Designation	Remuneration (Per month)	Qualifications and Experience	No. of Personnel	Age (Maximum)
1	Program Assistant (Accounts)	35,000/-	Essential Qualification: Graduate in any discipline. Desirable Qualification: Graduation/PG in Financial Management / Commerce Background. Experience: Minimum 2 year of experience in the management of accounts/finance in Govt/Public/private sector. Desirable Exp: Working knowledge of Public Financial Management System (PFMS) for Government of India by establishing an efficient fund flow system as well as a payment cum accounting network.	01 (for New Delhi)	40 years (as on 31.07.2023)

Details including Terms of Reference are available on the Ministry's website– www.doj.gov.in. Remuneration indicated is, all inclusive & consolidated and no additional benefits like Pension, Accommodation, CGHS benefits etc. are payable. Eligible candidates may send their applications till 19.08.2023, in prescribed format with self attested copies of certificates, qualification and experience only through email ramsingh.66@gov.in

Please note physical applications, incomplete applications, without prescribed format or those received after due date shall not be entertained. Only short-listed candidates will be intimated. The Department of Justice reserves the right to reject any or all applications without assigning any reason.

**Sd/-
(Director)**

Job Title: Program Assistant (Accounts) – Access to Justice Division

Place of Posting: New Delhi

Job Duties and Responsibilities

- Providing support to the team– Access to Justice (A2J) Division. Assistance in financial management to prepare report and budget as needed and digital transfer process (PFMS), Bills/Sanctions and in accordance with revenue.
- Putting up physical files as well as e-files with noting and drafting of letters for payments after analyzing the financial matter.
- Support in preparation of BE and RE on monthly, quarterly & annual basis of A2J division.
- Making sanctions orders and operate the PFMS- creating account of new stakeholders in PFMS portal in coordination with PFMS Administration;
- Coordinating and communication with the Stakeholders regarding the payment process and Tracking/follow up of payment process with account section accordingly.
- Maintaining the excel sheet format for the expenditure with the budget heads and keeping records of the expenditure.
- Coordinating with the stakeholders regarding the submission of Utilization Certificates timely and preparing database of the UCs.
- Implement the Revised Procedure for flow of funds under DISHA Scheme
- Training to implementing agencies for recording the transactions on PFMS portal, as and when required.
- Submission of TA/DA bills of officers/consultants as per their entitlement.
- Payment follows up with all the levels so that no payment is delay. Timely PAO informed to PD level for failed payments.
- Coordinate for PFMS training to PD & implementing agencies by PFMS trainers.
- Providing regular & timely support to team in undertaking any other tasks assigned to ensure implementation of the Project;

Essential Qualification: Graduate in any discipline.

Desirable Qualification: Graduation/PG in Financial Management / Commerce Background.

Experience & Skills

Experience: Minimum 2 years of experience in the management of accounts/finance in Govt/Public/private sector.

Desirable Exp: Working knowledge of Public Financial Management System (PFMS) for Government of India by establishing an efficient fund flow system as well as a payment cum accounting network.

Skills:

Required good analytical, communication, interpersonal, presentation skills

Hands-on experience with Ms Office-MS Excel (spreadsheets)

Required good command over English and Hindi (reading, writing and speaking);

Upper age limit: 40 years as on 31.07.2023

CV format for the position of Program Assistant (Accounts) in the Access to Justice Project, Department of Justice, Ministry of Law and Justice, Government of India

Application for the post of Program Assistant (Accounts)

***application only to be typed**

1. Name:
2. Father/Mother's Name:
3. Gender:
4. Date of Birth (dd/mm/yyyy):
5. Nationality:
6. Current Postal Address with Post office code & name of Police station

Email ID:

Contact No.(Tel):

Mobile:

7. Permanent address:

8. Educational Qualification (Bachelor degree and above)
(Please attach separate sheet if required)

S.No	Course/ Degree	Subject (Specialization)	Name Of University	Year of Passing	Division	Enclosure of self-attested copies (Yes / No)

9. Work Experience (starting from current to oldest)
(Please attach separate sheet if required)

Total work experience inyearsmonths.

S.No.	Name of Organisation/ Institute	Period From /To	Nature of work (brief description of duties)	Enclosure of self-attested copies (yes/no)

10. Knowledge /Skills

- Have you ever worked in the social/development sector with partners on ground? If yes, please provide details of nature of work undertaken (max 50 words)

- Computer Skills:

- Languages known:

- Other skills as prescribed:

11. Reference: Please provide name and contact details of 2 referees

Sr.No.	Full Name of Referee	Name of organisation	Contact details (email id and phone no.)

12. Please state briefly the reasons why you think you are an outstanding candidate for this job
(Maximum 350 words)

13. Declaration: This is to certify that I, S/O / D/O/ W/O,, resident of, Dist.-....., State..... have no pending administrative and /or criminal case before any court/authorised body. I, further certify that I have never been found guilty/convicted of any administrative offense and/or crime. I also certify that all the information given by me is true to the best of my knowledge and belief and if selected and appointed I will produce the original of all the documents

(Signature)
Date

Self-attested check list of information & Declaration

S.No.	Item	Yes/No
1	Full Name as Degree certificate	
2	Postal address with postal PIN and Police Station	
3	Email id	
4	Mobile contact	
5	Education Qualification as prescribed	
6	Work experience as prescribed	
7	Skills and knowledge if available	
8	Self-attested certificate of educational qualification	
9	Self-attested document of work experience	
10	Self-declaration that information provided is true	