

Advertisement for the post of Accounts and Fund Management Person for Secretariat, High Court Juvenile Justice Committee (HCJJC).

- Name of the Post** : ACCOUNTS AND FUND MANAGEMENT PERSON (funded by UNICEF, U.P)
- Nature of Post** : Contractual (Project based)
- No. of Post** : 1 (One)
- Minimum Qualification** : Bachelors degree in Commerce or above from any recognized University or any qualification equivalent thereto from any recognized Institute.
- Preference would be given to candidates who have other qualifications in professional courses like Chartered Accountancy (Foundation)/Intermediate, Company Secretary or ICWA and proficiency in accountancy.
- Professional Qualification:** Proficient in Tally Software, Microsoft Office, especially MS Word and Excel, Good at Communication skill, English and Hindi Correspondence.
- Age** : Minimum 21 years to Maximum 35 years as on 01st March, 2023
- Remuneration** : Rs. 30,000/- per month (fixed) (All inclusive)
- Experience** : One year of working experience, post Qualification, in the field of Accounts and Finance.

Role and Responsibility :

- Developing financial system & procedure as per guidelines of UNICEF and State Government.
- Prepare and process demands, advance requests and prepare Statement of expenditure for every quarter for UNICEF accounts.
- Initiating the process for Budget approvals and Financial Management.
- Prepare and process in accordance to the procurement system.
- All accounting transactions shall be accounted using TALLY- ERP 9 and manual book-keeping on day-to-day basis. Handling disbursement & maintenance of Day Books, reconciliation with books of accounts maintained in Tally & get it authorized from Head Accounts and Finance as required.
- To handle Bank transaction, reconciliation for every month.
- Reconciliation receivable/payables on monthly basis and prepare statement by 1st of every month.
- Preparation of notes and letters on Computer in both languages viz. English and Hindi.
- Any other work as assigned by the higher authorities.

Terms and Conditions:

1. The post advertised are meant for Secretariat, High Court Juvenile Justice Committee.
2. The recruitment for the above stated post shall be on the basis of suitability-cum-merit test. Depending upon the number of applications received, a MCQ based written examination shall be conducted for shortlisting the candidates. Only a fixed number of candidates will get a chance to appear in the Interview, the selection of which depends upon the performance in MCQ based written examination.
3. On the basis of marks obtained both in written examination and interview, the final merit list will be prepared for declaration of the result.
4. Emphasis of questions would be on General knowledge, Computer skill and Accountancy.
5. No TA/DA will be paid to appear in the suitability-cum-merit test.

6. Post for which applications are invited is purely on contractual basis.
7. Applicants should send their duly filled-in application form and one self-addressed prepaid registered envelope along with a **Demand Draft of Rs. 200** in favour of **Juvenile Justice Committee Secretariat**, payable at **SBI, High Court (Lucknow), High Court Campus, Gomti Nagar, Lucknow** either by **Speed Post, Registered post or Courier only** to the address given below for correspondence.
8. The Hon'ble High Court Juvenile Justice Committee reserves its right to modify, postpone or cancel the requirement of the candidate anytime.
9. The aforesaid post is funded by UNICEF, U.P. under the Project 'Strengthening of Juvenile Justice Secretariat of High Court' and meant for supporting the Secretariat constituted for assistance of the Hon'ble High Court Juvenile Justice Committee.
10. The tenure of the above-mentioned post is till March 2025 unless extended further by UNICEF, U.P. as the post is based on the commitment of UNICEF, U.P. given to the Secretariat, HCJJC which presently pledges to support the Secretariat, HCJJC till March 2025. The service is project based and can be terminated at any time by the Hon'ble High Court Juvenile Justice Committee.
11. The candidate selected will have to give a notice period of one month before leaving the services for Secretariat, High Court Juvenile Justice Committee.
12. The accounts person shall be governed by such rules of attendance, leave and other related service matters as may be prescribed by the Hon'ble High Court Juvenile Justice Committee from time to time.
13. **Intimation of Test Date, Time and Venue to the candidates shall be given via email only.** So, filling-in of valid email-id in application form is mandatory and candidates are advised to fill-in correct email-id in the space provided for it in the application form. Candidate alone shall be responsible for any lapse in the same.
14. **Last date for submitting the duly filled-in application form and Demand Draft, in original, via post, to the below mentioned address is 8th April, 2023 till 5:00 PM.** Any application received after the given date and time shall not be entertained.
15. Secretariat, HCJJC shall not be responsible for any delay in posts and it shall be the responsibility of the applicant to ensure that his/her application reaches to the designated address in time before the due date. **The applicant shall not be considered for the suitability-cum-merit test under any circumstances** in case his/her application is not received by the office till last date of submission i.e. **8th April, 2023**.

Address for correspondence:

Registrar (J)(E)/Presenting Officer,
Room No. 123,
Secretariat, High Court Juvenile Justice Committee,
Hon'ble High Court,
Vibhuti Khand, Gomti Nagar
Lucknow-226010

Contact:

uphcjjc@gmail.com

SECRETARIAT, HIGH COURT JUVENILE JUSTICE COMMITTEE

Name of post: Accounts and Fund Management Person

Last Date: 8th April, 2023

Till 5:00 P.M.

1. Name of Applicant
(In CAPITAL letter)

2. Date of Birth.....

3. Sex (Male/Female).....

4. Nationality.....

5. Full Name of Father/Husband.....

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6. Present Postal Address.....

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7. Contact Number/Mobile Number.....

8. E-mail Id.....

9. Permanent Address.....

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10. Educational Qualification (starting from Class X):

Name of Exam Passed	Name of Board/ University	Name of Institution/ College	Year of Passing	Maximum Marks	Marks Obtained	Percentage of Marks obtained

11. Do you have knowledge of Data Entry, Word Processing and Computer Operation?
(Yes / No)

(a) Whether you have undergone any certificate/diploma course in computer operation from a recognised Institute? Please give particulars.

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(Signature of applicant)

IMPORTANT INSTRUCTIONS:

1. Candidates should affix a recent coloured passport size photograph on the application form with their signature crossed over it.
2. Filling-in of valid email id in application form is mandatory as intimation of Test Date, Timing and Venue to the candidates shall be given through email only.
3. Each envelope shall contain only one application form. An envelope containing more than one application form shall stand rejected.
4. Candidates must attach with their application form, self-attested copies of the certificates in support of their age and educational qualifications, extra-curricular activities and also in support of their having computer knowledge along with one self-addressed prepaid registered envelope.
5. Applications may be sent either by Speed Post, Registered Post A.D. or via Courier.
6. Application shall stand rejected if photo is not pasted or Demand Draft is not attached or if self-attested copies of certificates are not attached with it, or if it is not signed by the applicant or if it is not received by the last date/time.
7. Applications received after last date shall not be entertained and the Secretariat, HCJJC will not be responsible for any postal delay. The defective applications, which are incomplete in any respect, will be rejected outrightly.
8. The candidates are required to furnish a check list (as per format enclosed) with application form mentioning therein details about the certificates and the testimonials enclosed with the form.

INDEX FOR CHECK LIST

Candidate should mark (✓) against relevant column to indicate the documents enclosed with the application form.

Sl No.	Particulars	Document Attached (✓)
1	Demand Draft Demand Draft No. & Dated..... Amount Rs..... Name of Bank.....	
2	Self-attested mark sheet of High School or Equivalent	
3	Self-attested certificate of High School or Equivalent	
4	Self-attested mark sheet of Intermediate or Equivalent	
5	Self-attested certificate of Intermediate or Equivalent	
6	Self-attested mark sheet of Graduation or Equivalent	
7	Self-attested certificate of Graduation or Equivalent	
8	Self-attested Computer knowledge certificate	
9	Details of Other certificates/testimonials (if any)	
10	One self-addressed prepaid registered envelope	

Number of Total documents enclosed:

(Signature of Applicant)