

Dr.NTR Vaidya Seva Trust

Dr.NTRVS/HR/1836/2015-77 Dated: 21.07.2016

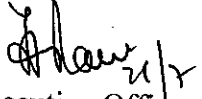
VACANCY NOTIFICATION

Online Applications are invited from eligible candidates of Andhra Pradesh State for appointment to the following posts:

Sl.No	Name of the post	No.of Posts	Method of Appointment	Eligibility Criteria
1	Joint Executive Officer (NT-Accounts)	1	By Deputation/ contract	<p>By Deputation from among in-service candidates working in State or Central Government (or) Public Sector Undertakings in the cadre of Deputy Secretary / Joint Secretary / Joint Director of Treasuries and Accounts Department or Equivalent Cadre with clean service record.</p> <p style="text-align: center;">OR</p> <p>By Contract From among retired Government servants of the rank of Deputy Secretary / Joint Secretary / Joint Director of Treasuries and Accounts Department.</p> <p style="text-align: center;">OR</p> <p>By contract from among candidates possessing M.B.A (Finance) with experience in Government institutions.</p> <p>The remuneration for contract appointee shall be Rs.35,000/- per month with pick up and drop facility and Mobile.</p>
2	Deputy General Manager (PMU)	1	By Deputation / Contract	<p>By deputation of in service candidate possessing Engineering graduate with IT Specialization with 4 years experience in IT including at least one year experience in Management from any State or Central Government. (OR)</p> <p>By contract from among the candidates possessing Engineering Degree with IT Specialization having 4 years experience in IT including at least one year experience in Management from any State or Central Government from many Multinational Companies.</p> <p>The remuneration for contract appointee shall be Rs.40,000/-</p>
3	Deputy Executive Officer (Accounts)	1	By Deputation / Contract	<p>Must possess B.Com/M.Com with M.B.A (Finance & Administration) with 5 years of experience in accounting, out of which 2 to 3 years' experience in Assistant Managerial cadre in a reputed Organization in non-commercial sector and a minimum of one year experience in managerial user role experience ERP (SAP) or any other ERP.</p> <p>The remuneration for the contract employee shall be Rs.30,000/- per month.</p>

4	Deputy Executive Officer (Non-Technical)	1	By Deputation / Contract.	<p>By deputation of in-service candidates of the cadre of Assistant Director or Administrative Officer with a minimum 4 years of experience preferably from Medical and Health Department OR in service candidates in the cadre of Administrative Officer / Senior Audit Officers/ Audit Officers from Central Government or Assistant Secretaries from State Government Departments.</p> <p style="text-align: center;">OR</p> <p>By Contract from among retired Government servants who have worked in the cadre of Asst. Director / Administrative Officer / Asst. Secretary to Government or an equivalent cadre.</p> <p>The remuneration for the contract employee / retired employees shall be Rs.30,000/- per month.</p>
<p>Note:</p> <p>(i) The upper age limit for appointment by contract method for all the above posts shall be 65 years. The in-service candidates should furnish NOC from the parent department at the time of interview.</p> <p>(ii). For the post of Deputy Executive Officer (Accounts), candidate must possess computer knowledge in filing TDS & IT Returns, Service Tax, and must be able to handle large volumes of data, internal audit and reconciliation, preparation of MIS reports, IT returns and Donor /sponsor reports, and must be well versed in MS-Office & Excel.</p> <p>(iii) All the above candidates must possess computer knowledge and well versed in MS-Office and Excel with good drafting skills.</p>				

Prescribed application should be filled up in the website www.ntrvaidyaseva.ap.gov.in, on or before **02.08.2016**. For any further information contact the Deputy Executive Officer (HR), on 040-23547107.


 Chief Executive Officer
 Dr.NTR Vaidya Seva Trust