

Administrative Officer cum Accounts Officer		
Required academic qualifications and experience	Job responsibilities	Emoluments/ Remuneration
<p>Essential qualification and experience:</p> <p>Graduate with SAS (State Account Services). Minimum 5 years experience of working as Chief Account Officer/Sr. Account Officer or Dy. Secy./ Under Secy. or Accounts Officer in Department/ Organization of Haryana Government. Knowledge of computer with common packages like MS office and Internet.</p>	<ul style="list-style-type: none"> • Manage all administrative and accounts related work at HSHRC • Maintaining and controlling receivables and ensuring timely payments to vendors and consultants • Maintain a transparent accounting system including conducting of regular audits and submission of feedbacks related to them. Timely response to the audit objections, if any • To undertake procurement of goods & services as per needs of HSHRC and in accordance with government rules and regulations • Build up system, procedures for efficient & timely financial management. • Management of tax payments & other legal and statutory obligations • Management of MoUs & contracts of HSHRC with various System Integrators and vendors • Plan & supervise logistic arrangements for establishment & infrastructure of the office & other administrative work as required • Liaison with Government, other officials & organizations regarding administrative matters • Develop policies to manage HR issues of HSHRC • Support & documentation of decision making process of the institution • Management of all court related matters • Conduct of meetings, presentations and seminars in and outside HSHRC 	<p>Rs. 16,290/- as per NHM Bye-laws</p>