

CEFC PRATHAM FOUNDATION, RANCHI
Advertisement No. CEFC/02/2018 dated 26.04.2018

Advertisement for the post of Asst Manager(Finance), Asst Manager(Business Development), Executive(Finance), Executive(Business Development), Asst Office- cum- programme Administrator and Executive Office Assistant on full time contract basis.

CEFC Pratham Foundation is engaged in providing training, skill development, consultation and has strength in development and delivery, innovations and marketing of technology trainings etc. particularly in the areas of

1. Electro Slag Re-melting (ESR) technology and Steel making process
2. Manufacture of Gears
3. Non-Destructive Testing
4. Welding technology

Company is looking for bright, dynamic and competent professional having relevant qualification and experience for the following:

Sl. No.	Name of the post	No. of post	Qualification & experience	Consolidated remuneration
1.	Asstt.Manager (Finance)	01	Full time Masters degree/PG Diploma in Management with specialization in Finance from a recognized University/ Institute with minimum post qualification experience of 5 years, preferably in education industry. OR A Professional degree in CA/ICWA/CS with minimum 2 years of post qualification experience preferably in education industry. OR Full time B Com from a recognized University/ Institute with minimum post qualification experience of 5 years, preferably in Training & Research organisation of 15 yrs.	6 lac p.a.
2.	Asstt. Manager (Business Development)	01	Fulltime Graduate degree in B.E./B.tech from a recognized University/Institute. Minimum 3 years of post-qualification experience where he/she should have experience of marketing of training and allied services.	6 lac p.a.

3.	Executive (Business Development)	01	Graduate degree in B.E./B.Tech from a recognized University/Institute.	3 lac p.a.
4.	Executive (Finance)	01	Full time degree in Management with specialization in Finance from a recognized University/Institute. OR A professional degree in CA/ICWA/CS OR Full time B.Com from a recognized University/institute with post qualification experience of minimum 5 years in finance in various functions, like accounts, supplier payments, employee's payments, statutory taxes, facilitating audit of accounts, preparing budget.	3 lac p.a.
5.	Office-cum- Programme Administrator	01	Full time degree in Management with specialization in HR from a recognized University/Institute with at least having 5 years of multi discipline experience in research /training institute in various functions like personnel & admin., purchase, training programme administration etc. OR Graduate in any discipline with degree in law and knowledge of computer applications for office management. At least have 15 years of multi discipline experience in research /training institute in various functions like personnel & admin., purchase, training programme, administration etc. Preference will be given to those candidates who have served or serving in any CPSE/SPSE/Central /State Govt. Sector.	6 lac p.a.
6.	Executive Office Assistant	01	Graduate in any discipline with computer application knowledge for office management. She/He must have at least 3 years of experience in the office of a departmental head or divisional head or unit head managing the various functions of the office, preferably in a training institute or research and development centre.	3 lac p.a.

Duration of Engagement

Appointment will be made initially for 1 year and can be extended upto 3 years on the completion of the term at the sole discretion of the management.

Job Profile and Competence/Skill Requirement for the Sl.No.1:

- Accounting and management of Centre's funds.
- Accounting of external grants, donations and funds.
- Management of all funds (investment, renewal, interest accrued, certificates etc.).
- Financial Management of trainings/workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc. Banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in finalization and audit of books of account related to grants, donations and funds.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, donations etc.
- Ensuring compliance with statutory requirements.
- Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office.

Job Profile and Competence/Skill Requirement for the Sl.No.2:

- Business development through institutional sales.
- Responsible for new client acquisition by selling company's training courses.
- Developing strategies to generate more business.
- Focus and drive to achieve targets, budgets and results.
- Identifying target markets and developing strategies to communicate with them.
- PR with clients.
- Competition Mapping.
- Presentations to prospective clients and Government agencies.
- Should advertise about the organization through different channels of advertising.
- Build productive relationships with government bodies and attract grants for eligible projects, either directly, or by assisting businesses to access such grants.
- Answer business enquiries, follow up provision of information requests, complaints or identified problems promptly and accurately.
- Should have excellent communication skills.

Job Profile and Competence/Skill Requirement for the Sl.No.3:

- Business development through institutional sales.
- Responsible for new client acquisition by selling company's innovative range.
- Developing strategies to generate more business.
- Focus and drive to achieve targets, budgets and results.
- Identifying target markets and developing strategies to communicate with them.
- PR with clients.
- Competition Mapping.
- Presentations to prospective clients and Government agencies.
- Should advertise about the organization through different channels of advertising.
- Build productive relationships with government bodies and attract grants for eligible projects, either directly, or by assisting businesses to access such grants.
- Should have excellent communication skills.

Job Profile and Competence/Skill Requirement for the Sl.No.4:

- Accounting and management of Centre's funds.
- Accounting of external grants, donations and funds.
- Financial Management of trainings/workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc. Banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in finalization and audit of books of account related to grants, donations and funds.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, donations etc.
- Ensuring compliance with statutory requirements.

Job Profile and Competence/Skill Requirement for the Sl.No.5:

- Responsible for both office administration and training course administration of CEFC
- Co- ordinate with various functions like purchase, finance, personnel & Administration, Transportation etc.
- Organizing and providing all required facilities for smooth running of office as well as training courses of CEFC
- Coordinating with suppliers, contracts and other external agencies.
- Organizing required facilities at training center venue & providing support to trainers.
- Maintaining records of trainees and trainers
- Follow up of nominations from various organizations.

Job Profile and Competence/Skill Requirement for the Sl.No.6:

- Attending telephone calls.
- Typing work of CEFC department.
- Maintaining receipt & issue register.
- Writing letters as well as email correspondence with concerned departments.
- Fill in MRS forms & collection of stationary.
- Maintaining diary of meetings, tour etc.
- Maintaining imprest amount.
- Preparation of absentee statement.
- Work assigned by CEFC time to time.
- Arrangement of meetings.
- Maintaining leave records.

Other Terms & Conditions:

1. Engagement will be on purely on Full Time Contract basis and does not carry any liability on part of CEFC for regular appointment at any stage.
2. The engagement will initially for the period **of One (1) year** and can be extended up to 3 years on the completion of the term at the sole discretion of the management on the same terms and conditions.
3. Engagement on advertised posts will be subject to Medical fitness.
4. Contractual engagement may be terminated by the CEFC at any time at its sole discretion without assigning any reason if the performance/conduct is found unsatisfactory. The candidate shall be required to serve a notice of one month before leaving the job in between the period of its engagement.
5. No TA/DA will be paid for attending the interview and joining duties. TA/DA for journey on official tour shall be admissible as per the rules of CEFC Pratham Foundation.

Note: Detail terms and conditions will be given in the Offer of Engagement

Selection Procedure: Selection will be through personal interview of the shortlisted candidates or as may be decided by the management.

Procedure for applying:

Eligible applicants may apply in the prescribed format 'Annexure-I' appended below.

Applicants are required to take print out, fill in application form and send the application duly signed after pasting a recent photograph on the space provided along with all required testimonials, certificates of experience, age, SC/ST/OBC, PH etc Applications are to be submitted in an envelope super-scribing the post applied for with advertisement number strictly. Application by registered / speed post should reach the office of "Director, CEFC Pratham Foundation, Room no. 146, First Floor, 100 Building, Foundry Forge Plant, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand **on or before 10th May, 2018.**

Applicants serving in Government / Quasi Govt., Public Sector Undertakings should apply through proper channel or produce "No Objection Certificate" from their present employer at the time of interview. Mere fulfillment of the eligibility criteria will not confer any right on them for engagement and to be called for the interview. The management reserves the right to relax / raise the eligibility criteria or change the level of operation of the posts depending upon the suitability of candidates without assigning any reason. Court of jurisdiction for any dispute will be Ranchi, Jharkhand. Applicants can send their query related to this advertisement to email Id: akdash@hecltd.com.

**** NOTE : Those who had applied earlier in response to the Advertisemnt for the post of Asst Manager (Finance), Asst Manager (Business Development), Executive (Finance) and Executive (Business Development) dated 14.08.2017 within the valid period need not apply again. Their response will be considered for this advertisement as well. ****