**APPLICATION FORM**

**(For Contract Post)**

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1. Name of Post (applied for): ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_

1. Name Of Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Bate of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. CNIC No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7.Cell No :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. Marital Status : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Educational Qualifications:

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| --- | --- | --- | --- | --- |
| **S.No.** | **Degree/Examination** | **Year of** | **Board** | **Division** |
|  |  | **Passing** |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. Experience (If Any)

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| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Institution** | **Designation** | **Duration** | **City** |
|  |  |  |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. Address:
2. Postal Adress:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_
3. Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Candidate**

**Term of Reference:**

* Preparation of Fund Financial Statements i.e. Statement of Financial Position, Statement of Financial Performance and Cash Flow Statement.
* Reconciliation of Funds Collections with Government Institutions.
* Intimation of Receipts to depositor and other relevant stakeholders
* Payment to Vendors, Suppliers, Tax and other regulatory bodies
* Maintain proper books of accounts and financial instruments
* Handling financial matters of AGPR, FTO and other government bodies
* Assist and support in budget and disbursement mechanism.
* Ensure conduct of audit by the commercial and GoP Auditors
* Support and assist the Finance Director in execution of all Financial & Audit Matters.
* Maintain and update the ERP financial system.
* Perform all the task of financial and audit related as assigned time to time by the management.

**OTHER TERMS:**

* Appointment will be purely on yearly contract basis, extendable on the management discretion only. A lump sum salary of Rs. 70,000/- per month (inclusive all) will be paid to the officer appointed for the above post.
* The Account Officer shall be reporting to the Director Finance.
* All the degrees, certification and experience letters of the candidates must be real (verified or verifiable copy).
* A detail testimonials (CV) along with attested copies of the educational and experience certificate must be attached with application form.
* An application received after due date or incomplete in any respect may be rejected.
* Only shortlisted candidates shall be called for the interview.
* The decision of the interview committee shall be final. No appeal against the committee’s decision can be filled in any honorable court of law.
* The management may postponed the interview or take written test of the candidates if deem necessary.

**Assessment Criteria:**

Upto 30% marks will be given to the candidate having experience of working in Government institutions, AGPR, AGP, CGA etc. Upto 25 % marks to the candidate having articles with CA firm. Upto 25% to the full qualified / affiliate / members and upto 20% marks allocated for interview panel testing professional and interpersonal skills etc.