

INDIAN RED CROSS SOCIETY
NATIONAL HEADQUARTERS
1, RED CROSS ROAD
NEW DELHI – 110001

File No: A.13013/01/2015/MTG

Dated: 22.08.2017

Sub: Filling of various posts in Indian Red Cross Society, NHQ through Direct Recruitment Mode

Applications are invited for the following posts in Indian Red Cross Society, NHQ on regular basis, through Direct Recruitment mode. The terms of reference (TOR) for each post is mentioned in detail against each of the post. Applications (with NOC from the present employer) supported with the attested testimonials & a passport size photograph should reach in a sealed & superscripted envelop within 3 weeks from the date of publishing of this advertisement at the following address:

The Joint Secretary (I/c),
Indian Red Cross Society (NHQ),
1, Red Cross Road,
New Delhi – 110001

1. Director (Finance & Accounts) - ONE (01 Post):

a) Educational Qualification:

- i. **Essential:** Bachelors Degree in Commerce from a recognized University.
- ii. **Desirable:** Masters Degree in Commerce from a recognized University.

b) Age Limit: Below 50 years of age as on the last date of application.

c) Experience:

- i. Minimum of 15 years of experience in a senior position in Finance & Accounts.
- ii. Must possess experience in Pay-roll processing, treasury functions, maintenance and finalization of books of accounts.

d) **Salary:** Pay Matrix (Rs. 56,100 – 2,09,200) plus allowances as admissible. On first appointment, the gross salary including HRA will be Rs.94,144/- approximately.

2. Medical Officer (Blood Bank) – ONE(01 Post):

a) **Educational Qualification:**

- i. **Essential:** Degree in Medicine (MBBS) from a recognized university. Post Graduate Degree in (MD) in Medicine / Pathology / Transfusion Medicine.
- ii. **Desirable:** Administrative and technical experience of working in a reputed blood bank; Good command of verbal and written interpersonal skills; and working knowledge of computers.

b) **Age Limit:** 35 years of age as on the last date of application.

c) **Salary:** Pay Matrix (Rs. 56,100 – 1,77,500) plus allowances as admissible. On minimum of pay band, the gross salary including NPA & HRA will be Rs. 93,658/-.

3. Assistant Accountant – FOUR (04 Posts):

a) **Education Qualification:**

- i. **Essential:** Bachelors Degree in Commerce from a recognized University and Passed Intermediate Examination of ICAI / or erstwhile ICWA.

b) **Age Limit:** 35 years of age as on the last date of application.

c) **Experience:** Minimum of 3 years experience in accounts work. Preference may be given to those having experience in Pay-roll processing, treasury functions, maintenance and finalization of books of accounts. Candidates having experience in government organization / PSU are preferred.

d) **Salary:** Pay Matrix (Rs. 35,400 – 1,12,400) plus allowances as admissible. On minimum of pay band, the gross salary including HRA will be Rs. 49,056/-

4. **Junior Storekeepers – SIX(06 Post):**

a) **Educational Qualification:**

- i. **Essential:** Graduate and above.
- ii. **Desirable:** 3 years experience in warehousing / storekeeping.

b) **Age Limit:** 45 years of age as on the last date of application.

c) **Posting:** At any of the Six Regional Disaster Relief Warehouses.

d) **Salary:** Pay Matrix (Rs. 25,500 – 81,100) plus allowances as admissible. On first appointment, the gross salary including HRA will be Rs. 36,384/- at Delhi, which may vary depending on place of posting.

General terms applicable to all post from Sl. No 1 to Sl. No 4.

Accommodation also can be provided, subject to availability in lieu of HRA on minimum license fee as per eligibility. Employees and dependent family members will also be provided CGHS facilities. In addition, other benefits like CPF, LTC, Leave Encashment etc. are available.

(Manish Choudhary)
Deputy Secretary

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