JOB DESCRIPTION

1. Facilitating business plan and commercial aspects of business decisions

2. Developing and managing financial management systems and policies

3. Ensuring the effective financial management by supporting the planning and implementation of policy objectives

4. Preparing and monitoring budgets and accounts

5. Preparing reports on annual accounts and budget information

6. Controlling the overall capital and revenue budgets for departments

7. Assessing and advising on estimates for project funding and continuing running costs

8. Preparing recommendations on large-scale projects

9. Conducting internal audits

10. Examining financial records and statements and checking them for accuracy.

11. Keeping up to date with developments in public sector financial and management accounting practices

CTC DETAILS

CTC breakup as on date is given below:

Job Group	**A1 (E2)**	
Pay Scale	**50,000 - 1,60,000**	
Particulars	**Amount (Rs)**	
Basic (A)	₹ 50,000	
DA (B)	55.7% (Subject to change every quarter)	₹ 27,850
HRA	30% of A	₹ 15,000
Cafeteria	35% of A	₹ 17,500
PRP	JG Factor = 40%	₹ 19,000
Retiral Benefits	30% of (A+B)	₹ 23,355
Benefits Outside Cafeteria	Conveyance, Leave, Communication, PC on Hire, Mobile Handset	₹ 23,838
Total	**₹ 1,76,543**	
Annual CTC	**₹ 21,18,516**	