

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली-110039

दूरभाष : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telephone : 27751317

Ref. No.

AM/2025/372

Dated

07-3-25

Application are invited for the following Post for Tata Institute of Social Sciences (TISS), Saksham Project Pramaan in Aditi Mahavidyalaya.

S.No.	Name of the Post	No. of Post
1	Regional Coordinator (RC)	2
2	Sr. Finance and Admin Officer	1

The details of the post are enclosed.

Mamta Sharma
PROF. MAMTA SHARMA
PRINCIPAL

CC to: College website.

E-mail : mamta610@gmail.com, principal@aditi.du.ac.in, info@aditi.du.ac.in

Website : http://www.aditi.du.ac.in



AnyScanner

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Name of the project: Saksham Pramaan – Targeted Interventions and Link Worker Scheme Evaluation for National AIDS Control Programme (NACP), Aditi Mahavidyalaya, University of Delhi

Name of the Post: Regional Coordinator (RC)
No. of Post: 02
Location: Aditi Mahavidyalaya, University of Delhi, Bawana, Delhi 110039
Duration: Till 31st March 2027
Email: aditisaksham21@gmail.com
Salary: Upto 63,700 p.m.
Last date of application: 13/03/2025
Application link: <https://forms.gle/D4FTC8k1Mjbk1riBA>

Terms of Reference for the position of Regional Coordinator, Saksham Pramaan, Aditi Mahavidyalaya, University of Delhi

The Regional coordinator will report to the Faculty-in-charge

1. Coordinate with TI divisions of SACS under supervision of Faculty in-charge
2. Identify and create a pool of evaluators for TI/ LWS evaluations
3. Conduct capacity building programmes for evaluators
4. Prepare a calendar of TI/ LWS evaluation in consultation with SACS
5. Supervise the TI evaluations
6. Collate data for all TI evaluations and present to faculty and respective SACS as a formal de-brief
7. Prepare reports for submission to TISS
8. Any other task assigned by faculty-in-charge in line with TISS and NACP requirements
9. Travel as per the programme requirement
10. Any other task assigned by the Associate Project Director, Saksham Pramaan.

Required Qualification: Masters in Psychology/ Social Work/ Population Studies/Public Health/ Counseling and allied fields

Experience: Minimum 3-5 years working experience in targeted interventions or any HIV prevention interventions or experience in the health sector in managerial capacity.

Essential:

- High level of commitment and integrity and ability to work independently
- Excellent co-ordination, organisational and administration skills

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- Ability to strategize and implement the programme to get the expected outcome
- Knowledge of Targeted interventions
- Expertise in local dialects as per the North India zone.

How to apply

Candidates are requested to fill the online application in the providing google form link (above) correctly. Applications will be accepted in the prescribed online application format only.


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07-3-25

Name of the project: Saksham Pramaan – Targeted Interventions and Link Worker Scheme
Evaluation for National AIDS Control Programme (NACP) at Aditi Mahavidyalaya

Name of the Post: Sr. Finance and Admin Officer
No. of Post: 01
Location: Aditi Mahavidyalaya, University of Delhi, Bawana, Delhi 110039
Duration: 31st March 2027
Email: aditisaksham21@gmail.com
Salary: Upto 40000 p.m.
Last date of application: 13/03/2025
Application link: (<https://forms.gle/3VPK3mG1PguaXx4bA>)

Terms of Reference for the position of Sr. Finance and Admin Officer, Saksham Pramaan (Aditi Mahavidyalaya, University of Delhi)

- PFMS & EAT Module Handling:**
 - Oversee expenditure advance transfer (EAT) processes within the Public Financial Management System (PFMS).
 - Handle the creation and verification of payments to beneficiaries through PFMS, ensuring payee details are correct.
- Bill & Voucher Verification:**
 - Scrutinize bills and supporting vouchers submitted by project staff and trainees to validate the expenses incurred.
- Payment Processing:**
 - Process payments for vendors, employees, evaluators, etc. as per budget, policy and guidelines.
 - Ensure all related supporting documents are in place before releasing payments.
- Progress Reports:**
 - Prepare quarterly or bi-annual progress update reports, showcasing the financial status and project progress.
- Bank Reconciliation:**
 - Reconcile the bank statements on a monthly basis to ensure proper tracking of all financial transactions.
- Tax Deduction and Compliance:**
 - Deduct the correct tax at source for vendor payments.
 - Prepare and deposit TDS (Tax Deducted at Source) challan within the stipulated deadlines.
- TDS Statement Preparation:**



Ref. No. AM/2025/374

Dated 07-3-25

- Prepare and update monthly TDS statements for vendors and staff as required.
- 8. **Procurement & Payment Approvals:**
 - Prepare comparative statements for vendor quotations and finalize purchase orders.
 - Ensure all procurement and payment processes follow established guidelines and policies.
- 9. **Documentation & Record Keeping:**
 - Maintain and organize all financial, administrative, and supporting documents accurately, ensuring proper signatures and approvals are in place.
- 10. **Audit Participation:**
 - Actively participate in both internal and external audits, providing necessary documents and explanations.
- 11. **Policy Adherence:**
 - Adhere to instructions and guidelines provided by the TISS Saksham Finance team.
- 12. **Additional Duties:**
 - Undertake any other finance-related tasks assigned by the supervisor.

Skills and abilities

- Well organized with good verbal, written, and interpersonal skills
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Respond appropriately to evaluation and changes in the work setting



Candidates should have at least 5 years' experience in finance & admin and an understanding of nonprofit accounting; expertise in Excel and Tally ERP.

Desired qualifications

- Degree in finance, accounting, or related field M.Com will be preferred.
- A minimum of 5 years-experience accounting & finance

How to apply

Candidates are requested to fill the online application in the providing google form link (above) correctly. Applications will be accepted in the prescribed online application format only.


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