

APPLICATION FORM

Sr #	Contents	Description			
1.	Program	Establishment of Agriculture Delivery Unit			
2.	Post Applying For				
3.	Name				
4.	S/D/W of				
5.	Age				
6.	CNIC No.				
7.	Current Posting with Department				
8.	Current Pay Scale				
9.	Cadre / Service				
10.	Residential Address				
11.	Office Phone No.				
12.	Cell No.				
13.	Specialty				
14.	Total Years of Experience				
15.	Employment History (Please attach)				
16.	NOC (Please attach)				
17.	One page CV				
18.	Academic Divisions	Matric	Intermediate	Graduation	Masters
		1 st /2 nd /3 rd	1 st /2 nd /3 rd	1 st /2 nd /3 rd	1 st /2 nd /3 rd

Job Descriptions, Qualification and Experience, ADU

1. CHIEF TECHNICAL ADVISOR

Job Description

- Chief Technical Advisor will be overall operational in-charge of the Agriculture Delivery Unit (ADU) and will report to Head of ADU
- After its establishment and operationalization, Chief Technical Advisor will manage and supervise the day to day operations of ADU, its HR and other resources
- Undertake a series of evidence based research assignments related to agricultural policy in Punjab under the guidance and supervision of Secretary Department of Agriculture
- Facilitate undertaking informed strategic decisions, policy and institutional reforms by Department of Agriculture, backed by strong qualitative and quantitative analysis
- Identify major policy challenges, in consultation with Secretary Agriculture, being faced by DoA for sector development and help prioritize areas that require improvement in their effectiveness and efficiency. In turn, identify the need of undertaking evidence based in-house or external research for developing policy recommendations for improving respective rules, regulations by-laws and pertaining standards, procedures and SOPs.
- Provide structured technical inputs to DOA for identified areas of policy and institutional reforms, by preparing reports, power point presentations, analysis, etc., by undertaking the following tasks:
 - Gathering data on various aspects through primary and secondary research that can be used for quality strategic decisions.
 - Conducting diagnostic studies that can help evaluate the current state of affairs and evaluating the effectiveness of current policy and its implementation mechanism and available institutional support
 - Completing gap analysis with respect to policy, capacity issues of HR, inadequate physical resources, policy alignment with overall development agenda of province, economic, social and cultural bottlenecks, etc.
 - Evaluating the demographic, social, cultural and technological changes, and associated drivers to understand the future trends of agriculture sector. Such information will be useful for medium and long term strategic thinking.
- Provide research support to the Secretary Agriculture for rolling-out reforms including a mapping exercise to identify key stakeholders who will be impacted by reforms and the strategy to get their buy-in.
- Provide technical and research support to Secretary Agriculture on elements of the draft proposals to be submitted to provincial and federal policy makers that need policy inputs.
- Provide technical inputs to develop PC-1 for funding for development projects and drafting relevant sections as well.
- Provide technical inputs to other development matters, related to DOA interaction with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders.
- Undertake a quick functional analysis of DOA to understand the various functions of DOA. Moreover, the Head of ADU will try to get quick snapshot of organizational structure and functions of each section of DOA in order to develop the foundation of his / her subsequent analysis and recommendations on various projects and assignments.
- Effectively coordinate the inputs of experts engaged for technical assistance to DOA and other technical staff of the department to translate into policy proposals.
- Strengthen the capacity of staff of DOA. The Head of ADU may be required to conduct short training sessions on various aspects of policy and institutional reforms and their effective implementation.
- Participate in the meetings and to liaise with public and private stakeholders and experts, as per advice of Secretary. Moreover, the Head of ADU will coordinate, arrange and participate in meetings between DOA relevant directorates, governmental stakeholders, elected representatives and experts.

Qualification and Eligibility

- Advanced university degree in a related field, preferably in economics, public policy, or development studies.
- At least 10 years of professional experience of governance of public sector organizations or reform related projects, or teaching public policy, or as a consultant for developing policy papers / strategy papers / conducting policy research.
- Experience of working in government or on various committees / boards / task force constituted to develop the vision / strategy / reforms / restructuring / transformation of sectors or ministries are preferred.

- Good understanding of agriculture sector of Pakistan and of other countries.
- Strong analytical and writing skills, and experience of presenting complex technical information in a comprehensible way for non-specialist readers.
- He / she must be well versed with the vision, policy and strategy documents, so far been developed by governmental or development agencies for policy and institutional reforms in Pakistan / Punjab.
- Good communication skills and fluency in English and Urdu.
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage

2. PROCUREMENT ADVISOR

Job Description

- Provide technical support in procurement of good and services to DoA and serve as the focal person of for all procurement matters referred to ADU by other directorates of DoA
- Supports DoA's procurement planning, preparation of bidding documents, evaluation of bids and implementation of ongoing and future ADP Projects.
- Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the ADU including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management, e-procurement introduction.
- Prepare contracts and provide overall guidance to all implementing agencies with DoA in compliance with PPRA and other applicable guidelines, rules and regulations.
- Assist M&E Specialist and other relevant persons in monitoring of projects and procurement activities.
- Develops annual procurement plans of various directorates of DoA under the guidance of Head of ADU and relevant DGs.
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultation with Head of ADU and other senior officials.
- Under the guidance of Head of ADU and in close coordination with ICT Specialist, develop and implement Procurement Management Information System to automate DoA's procurement processes.

Qualification and Eligibility

- Have a master's degree MBA/MPA or equivalent
- Have at least 10 years of procurement related working experience
- Sound technical knowledge of best procurement practices and government systems and procedures, particularly PPRA Rules, Procedures and Guidelines, procurement cycle and logistic and supply chain management.
- Experience in supporting change management or procurement of services.
- Knowledge of donor supported project management procedures is an advantage.
- Strong management and team building skills, ability to work under pressure, excellent interpersonal skills and ability to work effectively with a range of stakeholders.
- Excellent proficiency in English and Urdu (oral and written)
- Proficient in using ICT tools such as Microsoft Office, MS Project etc are required.
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage

3. MONITORING & EVALUATION ADVISOR

Job Description

- Design monitoring and evaluation system containing the indicators, sources of information, baseline and data collection schedule with responsibility of collection, analysis and dissemination
- Devising guidelines and making improvements in the overall reporting, monitoring and evaluation regime
- Developing an ICT-based reporting interface for managing and analyzing data reported by monitors, Field, Extension, Crop Reporting or any other source as deemed appropriate by DoA
- Timely dissemination of processed data and outcomes of the review meetings to DoA for effective performance management
- Reviewing quality of reported data, through validation and triangulation
- Managing any third party agency required as per the M&E framework
- Organize reviews of performance of contractors as per the contracts

- Provide information support to different stakeholders in managing requests for new information
- Developing and managing an interface for reporting and monitoring data of districts and various administrative units of DoA for shared and easy access
- Manage flows of data and information
- Promote best-practice, lessons learned and sharing & exchange of innovative solutions
- Any other function assigned by the Secretary Agriculture

Qualification and Eligibility

- Master Degree in Project Management/Research Methods/M&E/MBA, or other relevant administrative Sciences from a well reputed HEC recognized national or international University/Institute/College.
- Minimum 10 years of verifiable work experience, with progressively increasing level of responsibility in public or private sector at monitoring and evaluation positions
- Proven record and expertise in rigorous quantitative and qualitative research and implementation of analytical methods
- Demonstrated hands-on practical experience of setting up and managing dashboard monitoring system preferably in the cash disbursement environment
- Proficiency in the use of ICTs and job specific applications
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage

4. FINANCIAL ADVISOR

Job Description

- Develop strategies for improvement in financial services management and planning of various programs and schemes in close collaboration with the senior officials and various Wings of Agriculture Department.
- Conduct financial analysis on schemes and programs of Agriculture Department, especially those being implemented by the private sector service providers, ensuring that maximum benefit is being extended to the farmers at least cost to the Government.
- Assesses risks and internal controls by identifying areas of non-compliance; develop and evaluate manuals and financial processes; identifying process weaknesses and inefficiencies and operational issues
- Provide technical guidance on access to finance and insurance promotion related issues and work with stakeholders to identify gaps and advise solutions for finance options that are accessible, appropriate and affordable.
- Establish strong relationships and work closely with credit, banking and insurance institutions to develop financial products and services appropriate to targeted agriculture segments.
- Collaborate with financial institutions on access to finance, capacity building initiatives, products and service improvisation to ensure products are designed to facilitate agriculture financing by improving ability to prepare, access and manage credit/finance.
- Supports external auditors by coordinating information requirements.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.
- Provide technical guidance on access to finance and insurance promotion related issues and work with stakeholders to identify gaps and advise solutions for finance options that are accessible, appropriate and affordable.
- Establish strong relationships and work closely with credit, banking and insurance institutions to develop financial products and services appropriate to targeted agriculture segments.
- Collaborate with financial institutions on access to finance, capacity building initiatives, products and service improvisation to ensure products are designed to facilitate agriculture financing by improving ability to prepare, access and manage credit/ finance.

Qualification and Eligibility

- Qualified Accountant/Banker/Economist (CA, ACCA, Equivalent), Bachelor's or Master's Degree in financial services/Financial Services Management, Business, Accounting & Finance, or Commerce from local/international educational institution
- Minimum 06 years of experience working in the banking/insurance/ financial industry with local or international firms, federal/provincial public sector or private sector organizations.
- Not more than 50 years of age.

- Maximum salary will be Rs: 420,000/per month
- Well-developed written and oral communication skills in English

5. CLIMATE CHANGE ADVISOR

Job Description

- Develop strategies for mitigation and adoption of climate change in context of agriculture sector and agriculture value chain with a robust framework to act as basis for climate change action.
- Develop a financing structure for implementation of adaptation, and align donor support behind Agriculture Department's priorities, engage in planning processes to ensure that climate resilience and low carbon growth issues are well integrated.
- Conceptualize and provide guidance and technical backstopping in the implementation of projects and programs to the Wing of Agriculture Department, ensuring their readiness by capacity building in climate smart programming.
- Coordinate with the internal and external stakeholders in policy formation and advocacy through building awareness on climate change implication and mitigation strategies.
- Support the Department to attract international financing for climate change adaptation, resilience and mitigation measures particular to agriculture sector and agriculture value chain.
- Provide effective technical support to project teams on roll out recognized and approved models on environment and climate change (e.g. Farmer Managed Natural Regeneration, Climate Smart Agriculture, Conservation Agriculture with Trees etc.).
- Provide guidance and assistance in monitoring and evaluation and documentation of climate change results.
- Represent Agriculture Department in climate change related discussion at different forums.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification and Eligibility

- Bachelors/ Master's degree Environmental Sciences, Sustainable Development or relevant field.
- More than 06 years of experience after post-graduation in relevant field.
- Excellent knowledge in a range of climate change thematic areas (adaptation, mitigation, technology transfer, and financing).
- Excellent Urdu and English writing skill.
- Not more than 50 years of age.
- Maximum salary will be Rs: 420,000/ per month.

6. INFORMATION TECHNOLOGY ADVISOR

- Conduct analysis of ICT needs and requirements of DoA provide innovative recommendations in line with international best practices of ICT models, e-governance, e-agriculture and sustainability of resources
- Develop a fair idea of current ICT regime in Punjab Agriculture Department, emerging concepts of e-agriculture in comparable countries, and various models, piloted by public & private sector agencies in Pakistan.
- Identify and prioritize major challenges in sector development, service delivery, and operational management, in consultation with Head of Delivery Unit, that could be addressed by introducing the ICT based innovative approaches to implement robust strategies and interventions to transform agriculture sector.
- Undertake a quick functional analysis of DOA to understand the various functions of DOA. Moreover, the ICT Specialist will get quick snapshot of systems / processes of each wing of DOA in order to scan the scope of ICT based applications.
- With the clear understanding of the innovative ICT-based approaches for agriculture sector, identify and quantify the scope of ICT projects in current operational management and service delivery areas to improve productivity, efficiency, transparency and effectiveness. Technology use to transform the existing agriculture practices by providing continuous advisory services, weather forecast, pest and disease prevalence, market rates information, etc., through mobile phone and website could be some potential areas.
- Work on developing ICT based models / applications that can help collect crop data in real time and to estimate the total individual crops production in Punjab, to preempt shortage or glut in market, by taking necessary steps.

- Provide structured technical inputs to DOA for identified areas to introduce ICT based projects, by preparing feasibility, technology options analysis, process flow, technology specifications, cost implication, etc.
- Develop TORs and tender documents / PC1 for hiring the services of IT companies, if DOA decides to develop any software / application / database.
- If required, provide project management support to DOA to coordinate / monitor the ICT service providers, to ensure the quality and specifications.
- As per need basis, provide technical inputs to all matters having ICT angle, that come in discussion with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders. He /she will provide strong technical support and guidance to other teams working in / with DOA. The specific details shall be set forth by Head of ADU, as per need.
- Provide written comments on ICT related proposals, emanating from Punjab Information Technology Board (PITB), Marketing Information Wing of DOA, Crop Reporting, etc.
- Participate in the meetings and to liaise with public and private stakeholders and experts on various aspects of agriculture sector, as per advice of Head of ADU. Moreover, the ICT Specialist will coordinate, arrange and participate in meetings between DOA relevant directorates, governmental stakeholders, elected representatives and experts, as and when required.

Qualification and Eligibility

- Bachelor's or Master's degree in Computer System, Computer Engineering, Information Systems, Software Development or related field. Master's degree in management, project management or PMP certification will be an added advantage.
- A minimum of ten years of relevant work experience in the public or private sector, working with multiple ICT projects.
- Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad.
- Good working knowledge about application of ICTs for rural areas and development, commonly known as "ICT4D".
- Vastly experienced in writing requirements and functional design specification documents.
- Knowledge of mobile applications and telecommunication related communication methods.
- Deep understanding and exposure to coding on various platforms including Microsoft, Oracle etc.
- Strong technical skills in databases and GIS applications
- Good communication skills and fluency in English and Urdu.
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage.

7. FINANCIAL ANALYST

The responsibilities of Financial Analyst will include but not limit to the followings:

- Assist Financial Advisor to carryout financial assignments as depicted in his contract.
- Help the Financial Advisor in development of strategy for improvement in financial management, planning and control regimes, in close collaboration with the senior officials and Wings of Agriculture Department.
- Obtain, analyze and evaluate accounting documentation, financial data, previous reports, flowcharts etc. Identify loopholes and recommend risk aversion measures and cost savings.
- To assist the Financial Advisor in provision of guidance and assistance in monitoring and evaluation and documentation of financial management and control related activities.
- Coordinate with different wings of Agriculture Department in financial management, planning and implementation of control regimes related discussions at different forums.
- Carryout any additional task assigned by Financial Advisor or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification and Eligibility

- Qualified Bachelors in Finance, Financial Services, Accounting, Commerce, Business Administration, Economics or equivalent.
- Minimum 04 years of relevant post-graduation experience in banking, insurance, financial management, administration or development sector.
- Must possess excellent communication and IT skills.
- Not more than 45 years of age.
- Maximum salary will be Rs: 165,000/- per month.

8. PROGRAM IMPLEMENTATION ANALYST

Job Description

- Assists Programme Implementation Advisor that achieving planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner
- Assists in developing policies and procedures required for the improvement of existing programs and the implementation of new programs
- Assists in developing a performance management plan for agriculture department and contribute to data collection and synthesis and reporting.
- Ensure project and/or sectoral assessments are carried out, and participate in developing Statements of Work, field trips, data analysis and dissemination.
- Assists the Programme Implementation Advisor to develop programs for agriculture and rural development related activities in coordination with respective DGs and ensures that agriculture programs and implementing mechanisms used by various wings of department are realistic
- Conduct research and develop thorough analysis of opportunities and constraints to improve agriculture sector
- Provide analysis on agricultural trends and how these affect the development & implementation of agri programs
- Assists Program Implementation Advisor in providing expert advice to the office Secretary Agriculture on best agriculture practices, provides analysis and propose policy reforms
- Assists Program Implementation Advisor in providing expert advice on the development, procurement and monitoring of projects and
- d initiatives in agriculture department
- In close coordination with M&E Team, monitors and regularly evaluates ADP projects and activities; review of quarterly and annual project and financial reports paying particular attention to data pertaining to:
 - I. Activity performance indicators as identified within the Performance Management Plan (PMP) and Operational Plan;
 - II. Program objectives achievement, methodology and lessons learned paying particular attention to inputs, output and expected outcomes including economic, social, cultural, and technical factors; and
 - III. Financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities) and the need for incremental funding.
- Become recognized as a model servant leader in the organization
- Deliver very high quality products in a timely manner
- Use feedback to grow as a professional
- Be proactive and independent – take initiative and be able to operate effectively under the leadership of Program Implementation Advisor
- “Getting the job done” – even if this means long/unusual hours

Qualification and Eligibility

- Bachelors or Master’s degree or equivalent in agriculture/agriculture economics/rural development, international development or other closely related field is required.
- 5+ years of experience in the agriculture sector and/or international development sector;
- Experience working with local communities and farmer’s associations, development organizations, information dissemination and communication of agriculture issues is required.
- Proficiency in spoken and written English language skills
- The individual must have thorough knowledge in development theory, programming especially agriculture programs and policies; agricultural trade and food policies, land tenure and macro-economic, legal and policy framework.
- The individual must possess the capacity to critically analyze current agriculture issues.
- Initiative to carry out assigned tasks and strong interpersonal qualities is required.
- S/he must be able to generate creative ideas to plan, organize and execute complex agriculture-related activities, prepare precise and accurate reports using rigorous analytical and interpretive skills

9. IT ANALYST

The responsibilities of IT Analyst will include but not limit to the followings:

- Provide structured technical inputs to ICT Advisor for identified areas to introduce ICT based projects, by preparing feasibility, technology options analysis, process flow, technology specifications, cost implication, etc.
- Provide input and assist ICT Advisor to develop TORs and tender documents / PC1 for hiring the services of IT companies, if DOA decides to develop any software / application / database.
- Take lead on assigned projects under the guidance and supervision of ICT Advisor.
- Coordinate on issue identification and resolution of the ICT systems and service.
- Review systems that have been developed and deployed, identify areas of improvement, provide input towards roadmaps of application releases and actively participate throughout the product development lifecycle.
- Coordinate with various wings of DOA, external departments and DOA technology partners to resolve system issues.
- As per direction of ICT Advisor, provide technical inputs to all matters having ICT angle, that come in discussion with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders. He /she will provide strong technical support and guidance to other teams working in / with DOA. The specific details shall be set forth by ICT Advisor, as per need.
- Participate and schedule meetings to liaise with public and private stakeholders and experts on various aspects of agriculture sector, as per advice of ICT Advisor. Moreover, the ICT Analyst will arrange, coordinate and participate in meetings between DOA relevant directorates, government stakeholders, elected representatives and experts, as and when required.
- Take lead on requirements gathering and then articulates and documents business requirements, functional and non-functional requirements for new and existing systems.
- Reach out to various DOA wings, vendors and other government department to identify and evaluate end user and business requirements.
- Ensure clean and accurate documentation that may include aspects such as business requirements, client requirements, and technical specifications, and write findings in form of reports, which may be used in professional publications or secretary level presentations.
- Under the direction of ICT Advisor, work with data in MS excel and manipulate the data with various formulas to generate desired results.
- Create User Acceptance Testing document, schedule UAT with various department wings, vendors and government department, conduct testing with relevant wings of DOA and at the end of testing submit final report to ICT Advisor.
- Create and assist ICT Advisor with development of AS-IS and TO-BE Business process diagrams as required from time to time.
- Ensure clean and accurate documentation that may include aspects such as business requirements, client requirements, and technical specifications and write findings in form of reports, which may be used in professional publications or secretary level presentations.

Qualification and Eligibility

- Bachelor's degree in any field from a recognized local or International University.
- A minimum of 4 years of relevant post-graduation experience in the public or private sector, working with multiple ICT projects.
- Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. well versed with the various ICT based development model/ approaches used in agriculture sector of Pakistan or abroad.
- Good communication skills and fluency in English, Urdu and Punjabi.
- Not more than 45 years of age.
- Maximum salary will be Rs:165,000/ per month.

10. PROCUREMENT ANALYST

The Procurement Analyst will be responsible for assisting Procurement Advisor of Agriculture Delivery Unit (ADU) in activities related to procurement of goods, works and consultancy services to be implemented according to the Punjab Government Procurement Rules/Guidelines (2014, as amended from time to time).

In particular, the Procurement Analyst will assist the ADU in carrying out the tasks detailed below, and other tasks as necessary:

- Independently review, analyses and comment on a wide variety of procurement issues and documents. Assists Procurement Advisor in the implementation of procurement activities by conducting preliminary procurement reviews programs/projects.
- Handle a variety of informational requests from Agriculture Delivery Unit (ADU) staff, staff from other wings, departments, donors, consultants and Government, and draft standard communications on procurement on behalf of the ADU.
- Review and/or prepare drafts for procurement chapters/sections for programs/projects lending documents. Participate, as a junior team member, in program/project missions, meetings with donors/partners officials and provide guidance on Government procurement regulatory regime and procedures and available options.
- Preparing the General / Specific Procurement Notice, Request for Quotations (RFQs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required.
- Preparing and amending the bidding documents as needed and contribute to the preparation of Terms of References (TOR).
- Preparing and updating the Programs/Projects' Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity.
- Ensuring timely receipt of the goods and consultant's status reports and contributing to preparing the progress reports.
- Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the program/project.
- Participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts.
- Participating in procurement audits and reviews of the Program/Project.
- Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement.
- Assisting Procurement Advisor / Chief Technical Advisor on options and suitability of different procurement/selection methods, appropriateness and acceptability of local and/or international competitive procedures for the procurement of goods, works and services.
- Conduct ex-post procurement review of transactions by implementing wings/ departments.
- Any other related task assigned by Procurement Advisor or Chief Technical Advisor of ADU.

Qualification and Eligibility

- Master's degree in a relevant discipline (Business Administration, supply chain Management, Economics, Commerce, Law or equivalent) and less than 45 years of age.
- Minimum of 04 years work experience of which a proven track record of three years' work in a procurement environment preferably in a public sector organization or an INGO involving international donor financed projects and knowledge and understanding of public procurement system, basic knowledge of Government's procurement policies, processes and practices.
- Basic but diverse experience in the non-technical (e.g commercial, procedural) aspects of procurement processing and analysis at all stages of the program /project cycle.
- Proven analyses and evaluation skills, including the ability to independently provide well researched analyses of key procurement issues.
- Not more than 45 years of age.
- Maximum salary will be Rs: 165,000/ per month.

11. ASSISTANT

- Graduation from a recognized University.
- Must have more than 05 years of experience of working in Accounts/Admn Section of the department
- Must be proficient in using MS Office (especially MS Word and MS Excel)
- Proficient in dealing account matters (annual budget estimation, excess and surrender, re-appropriation, expenditure statements, bills of salary, TA, Contingency, arrears, maintenance of cash book, contingent register and stock register, maintenance of store items, submission of bills to Accounts Office and follow-up, etc.)
- Must be aware of admn related issues.