



# महिला आर्थिक विकास महामंडळ (माविम),

गृहनिर्माण भवन (म्हाडा), पोटमाळा, कलानगर, बांद्रा (पूर्व), मुंबई ४०० ०५१  
संपर्क : ०२२ २६५९ १२१३ | फॅक्स : ०२२ २६५९ ०५७४ / ०५६८  
वेबसाईट : [www.mavimindia.org](http://www.mavimindia.org)

- पदाचे नाव** : महाव्यवस्थापक (वित्त व प्रशासन) १ करारतत्वावरील पद, मुंबई
- अर्हता** : शासकीय सेवेतून सेवानिवृत्त मुख्य लेखा व वित्त अधिकारी
- मानधन** : शासन निर्णय, सामान्य प्रशासन विभाग, क्र. संकीर्ण - २७१५/ प्र. क्र.१००/१३, दि. १७ डिसेंबर, २०१६ परिशिष्ट अ प्रमाणे

**अर्ज मागविण्याची अंतिम तारीख** : दि. २७.१०.२०२२

आपले अर्ज दि. २७.१०.२०२२ रोजी पर्यंत महिला आर्थिक विकास महामंडळ (माविम), पोटमाळा, गृहनिर्माण भवन (म्हाडा बिल्डींग), कलानगर, वांद्रे (पूर्व), मुंबई -४०० ०५१ या माविम मुख्यालयाच्या पत्त्यावर तसेच [adm.mavim@gmail.com](mailto:adm.mavim@gmail.com) या ईमेलवर सायंकाळी ६ वाजेपर्यंत पाठविण्यात यावे.

सोबत अर्जाचा नमुना जोडला आहे. सदर अर्ज डाऊनलोड करून स्वहस्तक्षरात भरून किंवा टाईप करून दि. २७.१०.२०२२ रोजीपर्यंत वरील पत्त्यावर पोस्टाने किंवा कुरिअरने वेळेत पाठवावे. ईमेलद्वारे अर्ज पाठवायचा असल्यास अर्ज भरून अर्ज व कागदपत्रे स्कॅन करून वरील ईमेलवर विहित वेळेत पाठवावेत.

**कामाचे स्वरूप** : पुढील पानावर जोडण्यात येत आहे.

## General Manager (Finance and Administration) Roles and Responsibilities

### Personnel:

- Will be responsible for the overall personnel matters of the corporation.
- To set and update the existing administrative system to ensure the effective execution of administration.
- To develop and implement a suitable HR development for MAVIM in consultation with HRD consultant.
- To organize Board of Director meetings on quarterly basis and ensure the execution of the decisions of the board meeting.
- To ensure the speedy execution of the administrative matters especially in relation to Tejaswini program.
- To ensure the recruitment at H.O. district and CMRC level for successful implementation of the development program.
- To maintain and follow the mandatory Govt. requirements in personnel sector e.g. maintaining roster, reservations for socially backward, handicapped people as per Govt. norms.
- To ensure maintenance of the personnel record of all employees of the corporation.
- To liaison with Government of Maharashtra and Government of India, other funding agencies.
- To work in close coordination with Sr. Advisor and all depts. i.e. programme, finance and Administration.
- To ensure the proper work distribution amongst the team members in administration department, assign the specific target to the, take the continuous review of their work.
- To recommend the suitable decisions to the management which will enable to corporation to expand/update its functions and approaches in progressive manner in the development sector in the future.

### Establishment:

- To Handle all Procurement process as per GOM & IFAD Procurement Guidelines
- Will be responsible for the establishment matters of the corporation.
- To ensure the house keeping issues like payment of rent, taxes, all types of bills etc in due period of time every month.
- Will be responsible to ensure the safety of the organization and organizational assets.
- To ensure the maintenance of the vehicles, insurance of the vehicle.
- To prepare a procurement plan and execute it efficiently especially under Tejaswini program.
- To attend all legal letters related to MAVIM co-ordination with Women and Child Department, Governments low and judicial department and MAVIM legal Advisor.

### C. Finance Sector:

- Submission of weekly report of pending files, worksheets to Manager (Adm.) through Dy. Manager (Est. Gen. Adm.)
- Will be responsible for the overall financial matters of the corporation.
- To set and update the existing financial systems to ensure the effective execution of the decisions taken.
- To ensure financial progress of the corp. under various program.
- To liaison with Government of Maharashtra and Government of India and IFAD /any other international agency.
- To study and analyse the funding systems of the corporation and develop a suitable plan to for sound financial stability of the corporation and execute the same.
- To finalize the Annual Work Plan and Budget (AWPB) under Tejaswini program in close coordination with CAFO and Manager M/E.
- To Finalize the annual budget of the corporation other than AWPB under Tejaswini, to explore the various sources of funding, to ensure the fund release from the Govt. as well as form the other funding institutions.
- To complete the audit (internal / Govt./statutory) of the corporation (including both the concurrent and backlog period) in the course of time.
- To ensure fund regular fund flow by managing the fund sources.
- To work in close coordination with CAFO and his team.
- To ensure the proper work distribution amongst the team members in finance department, assign the specific target to the, take the continuous review of their work.
- To ensure timely disposal of all correspondence and file related to finance and Adm.
- Assessing work performance of all officials working under finance
- Any other assignments given by Managing Director.



## 2. Other Courses / Additional Qualification

Sr. No.	Title of the course / qualification / award	Institute / University	Part time / Full Time	Duration & Year of passing

## 3. Workshops & training Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

## SECTION – C

### 1. Experience Details: (In chronological order)

Sr. No.	Name of Organization/ Department	Joining Date	Leaving Date	Position held	Role / Nature of duties

### 2. Details of Retirement

- Year of retirement and position held:
- Details of last salary drawn:

## SECTION – D

### 1. Skills:

#### i. Languages Known (Fluency- Good- better- excellent)

Language	Speaking	Writing	Understand
Marathi			
English			
Hindi			

**ii. Computer Skills Details: (Examination Passed)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**iii. Any other information the applicant would like to mention (Research papers, Publications)**

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I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date \_\_\_\_\_

Place \_\_\_\_\_

\_\_\_\_\_  
Signature :

**NOTE -**

1. Applicant should submit undertaking that He/She has not faced any Departmental Enquiry during his/her service.
2. Applicant should submit all relevant documents such as Educational qualification certificate, Experience certificate, Appointment, Retirement, Salary drawn etc.