

**+Indian Red Cross Society+
National Headquarters,
1-Red Cross Road,
New Delhi – 110001**

The Secretary General, Indian Red Cross Society, NHQ invites applications for filling the post of Treasurer of the Society on honorary basis from retired Indian Audit & Account Service officers.

The detailed role & responsibilities are given in **Annexure**.

The last date for receipt of applications is 30 days from the date of issue of this notice.

Indian Red Cross Society (IRCS) inviting applications for filling the post of Treasurer of the Society on Honorary basis at IRCS, NHQ, 1-Red Cross Rad, New Delhi – 110001 from the retired Indian Audit & Account Service officers of Government of India.

About IRCS:

The Indian Red Cross Society is a voluntary humanitarian organization, established under the IRCS Act XV of 1920, having a network of over 1200 branches throughout the country, providing relief in times of disasters/emergencies and promoting health & care of the vulnerable people and communities. It is a leading member of the largest independent humanitarian organization in the world, the International Red Cross & Red Crescent Movement. The Mission of the Indian Red Cross is to inspire, encourage and initiate at all times all forms of humanitarian activities so that human suffering can be minimized and even prevented and thus contribute to creating a more congenial climate for peace.

Position open: Treasurer of the Society on Honorary basis

The provisions of the IRCS Act, 1920 read with Rules framed thereunder provide for the appointment of the Treasurer of the Society and also lay down its role and responsibilities. Accordingly, the Treasurer plays an important role in the Society.

Role & Responsibilities:

The primary objective of the Treasurer of the Society is to oversee the financial management of the organization, ensuring transparency, accountability and sustainability in the utilization of funds and the safety and security of assets. The responsibilities of the treasurer of the Society include:

1. Advising the Chairman of the Society on the following matters:
 1. Re-appropriating budgetary allocation from one major head of account to another major head of account;
 2. Authorising expenditure on items not contemplated in the Annual Budget of the Society, subject to the availability of funds.
2. Taking necessary action on the Auditor's report on annual accounts of the Society in consultation with the Secretary General.
3. Functioning as a member of the Finance Committee of the Society.
4. Approving all transactions, endorsements, discharges and communications to the bankers of the funds and others concerned

regarding investment including the placing and taking up of fixed deposits.

5. Responsibilities relating to accounting, budgeting and investment, supervising and monitoring the maintenance of books of accounts, cast upon under the standing orders and policies of IRCS.

6. Any responsibility assigned by the Managing Body of IRCS.

7. Any responsibility assigned under the applicable laws in force from time to time.

Minimum Qualifications & Experience:

1. Graduate from a recognized university with overall experience of at least 20 years in handling finance, accounts, administration, management etc. as an officer belonging to IA&AS Grade-A, Govt. of India.
2. Requisite knowledge of computer applications.

How to apply:

Interested candidates should submit their application addressed to Secretary General, IRCS by speed post in a cover marked as '**Application for the post of Treasurer of the Society**' to IRCS, NHQ address at 1 Red Cross Road, Delhi – 110001.

1. A cover letter expressing the applicant's interest in the position and highlighting his/her suitability for the position.
2. A detailed resume outlining the applicant's qualifications, work experience and achievements.
3. A self-declaration that no disciplinary actions or criminal proceedings are pending against the applicant.
4. Copies of the applicant's educational certificates, professional credentials and other supporting documents, if any
5. Copy of Birth Certificate/Matriculation Certificate as proof of Applicant's date of Birth.

The deadline for submitting applications is 30 days from the date of publication on the website.