

Marking Summary - Accounts Expert					
S. No.	Criteria	Supporting Documents Required	Max Marks	Applicant's Credentials	Marks Awarded
Preferred Qualification and Experience					
1	Total post-qualification Experience in Finance and / or accounting domain: Max 40 marks 5 marks for each additional completed year (over 10 years minimum exp)	Relevant documents clearly establishing Work experience start and end dates.	40		
2	Experience of working in the Ministry of Finance or in the office of Comptroller and Auditor General, Government of India or equivalent office in any State Governments with experience of working at the rank of Director General and above for IAAS or Principal Chief Controller of Accounts or above for ICAS or their equivalents at the state level - Max 40 marks 10 maks for each completed year of such experience	Relevant documents establishing Work experience in the domain clearly establishing start and end dates.	40		
3	Chartered Accountant (completed) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance. - Max 20 marks OR Cost & Management Accountant (previously known as Cost Accountant) (completed) along with PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance. Max 20 marks	Relevant documents establishing Educational qualification degree/marksheet	20		
Total Marks on Preferred Qualification and Experience			100		
A	Weighted marks on Preferred Qualification and Experience (@40%)		40		
	Cut-off Marks @60% of weighted Marks on Preferred Qualification and Experience		24		
Key Accountabilities					
1	Facilitate development of Finance policies and practices for the concerned Department by providing advice and recommendations, as required. Reconciliation of various accounts, suspense and control of general ledger accounts in order to ensure timely reporting and adherence to external audit report requirements Provide expert advice to Department in driving and monitoring policies and processes related to all Finance aspects	Supporting documents to establish candidates experience - Reports/Recommendation/ policy related work Brief Description supporting applicant's suitability for the position.	15 10 Only if Supported with document(s)		
2	Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner. Conduct research and provide insights and perspectives to ensure incorporation of best practices and altest trnds in relevant domain.	Published research work/articles in journal /website in relevant domain	25		
3	Coordinate with internal Finance team and oversee the tax activities to ensure the concerned Department abides by relevant tax legislations	Documents establishing applicant's engagement with such organisations such as Authorisation letter / Office Order / Appreciation letter / Engagement Letter / co-author of reports / participation in meeting with such agencies etc.	25		
4	Design capacity building programmes /sessions, Provide guidance and support to the Department / team in relevant domain.	Supporting document(s) to establish candidates experience in capacity development in relevant domain.	25		
Total Marks on Key Accountabilities			100		
B	Weighted marks on Key Accountabilities (@60%)		60		
	Cut-off Marks @60% of Weighted marks on Key Accountabilities		36		
Grand Total of Weighted Marks (A + B)					