



## APPAREL TRAINING & DESIGN CENTRE

**“Paridhan Vikas Bhawan”, Plot No. 50, Sector- 44, Institutional Area, Gurgaon, Haryana  
122003**

ATDC (registered as a Society) India’s largest vocational training provider for Apparel Sector with 200 Centres Pan-India, invite applications from suitable candidates for the positions of Controller of Finance & Accounts, Regional Manager and Executive Assist to DG & CEO ( on purely contractual basis) possessing following educational qualifications and experience :

S. No.	Name of the Post / location	Qualifications & Experience
1.	<b>Controller of Finance &amp; Accounts,</b> Location National Head Office, ATDC Gurgaon	<p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"><li>• A qualified Chartered Accountant with relevant experience of at least 10+ years of dealing with Finance &amp; Accounts functions in preferably medium to large Vocational/Educational/ R &amp; D Institutions/ Societies.</li><li>• Exposure to Government rules/procedures/GFR will be added advantage.</li><li>• The individual should have excellent analytical and forecasting skills and need to be proficient in Excel and should be IT savvy with presentation skills.</li></ul> <p>Desirables: Excellent written/oral communication in English/Hindi with leadership qualities being abreast of rules/updated accounts standards, procedures and compliance systems.</p> <p><b>Key Job Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Manage overall financial transactions/operations, cash flows, banking / proper utilization of Govt. funds / exploring new avenues for revenues etc.</li><li>• Accounting, payroll, financial reporting, GST/other tax matters and filings, compliance, e-governance, Insurance and internal/external audits.</li><li>• Improve and manage the financial planning and project management for approx. 200 centres across the country, forecasting of financial needs, cash management, initiating and preparing the Annual Budgets and quarterly reports, preparing the monthly and annual (internal &amp; external)</li></ul>

		<p>financial statements/utilization certificates for different Govt. / Corporate agencies etc.</p> <ul style="list-style-type: none"> <li>• Assist the DG &amp; CEO and other senior management team in proper management of financial parameters as well as governance of the Society including preparation of analytical charts/presentations and reports for the Board of Governors/external stakeholders.</li> <li>• Ensure compliance of all statutory financial norms including GFR requirements.</li> </ul>
2.	Regional / State / Programme Managers for drawing up a panel for different State missions / projects	<p><b>Qualifications:</b> Post Graduate qualification in Textile / Apparel / Fashion / Clothing Technology (MF Tech. / M. Tech / GMT from NIFT). Candidate with Post- Graduate qualification in Social Work (MSW) / Public Administration or MBA in Marketing / Finance will be added advantage.</p> <p><b>Experience:</b> At least 7-10 years experience out of which 3 years should be in Supervisory capacity related to :-</p> <ul style="list-style-type: none"> <li>• Admin work in govt./public sector/ reputed vocational education institute or educational / research organization.</li> <li>• Training &amp; education of Apparel &amp; Allied, soft goods industries</li> <li>• Knowledge of working with Central/ State Govt. agencies and regulatory bodies like AICTE/NCVT/DGT with felicity in vernacular language.</li> <li>• Liaising with Central / State Govt. department/ agencies including commercial / legal matters.</li> </ul>
3.	Executive Assistant to DG & CEO, Location National Head Office, ATDC Gurgaon :	<p><b>Qualification:</b> Graduate from a UGC recognized university with proficiency in English shorthand and Excellent written/oral communication in English</p> <p>EXPERIENCE : 3-5 years' in similar capacity related to :-</p> <ul style="list-style-type: none"> <li>• Monitoring of follow up on various matters / reports from States and analysis of MIS / Data &amp; other such matters as required to finalize effective holding of meetings.</li> <li>• Arranging &amp; Coordinating of various meetings including statutory meetings with various Govt. agencies.</li> <li>• Preparing MIS, finalizing top level Presentations, Orders / letters.</li> <li>• Must be well conversant of using Word / Excel / Power point / Other Software tools including social media.</li> <li>• Organizing and Maintaining schedules / managing appointments &amp; travel itinerary.</li> </ul>

		<ul style="list-style-type: none"><li>• Prior experience of Govt. / working with Corporate CEO or Retired PS with IAS/IRS/IFS level persons form Govt. will be added advantage.</li></ul>
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Candidates eligible may forward their applications along with update CV and recent photograph to the address as given above or e-mail at [hr@atdcindia.co.in](mailto:hr@atdcindia.co.in) within seven days of appearance of this Advt. Application forms can be downloaded from [www.atdcindia.co.in](http://www.atdcindia.co.in).

ATDC is an equal opportunity employer and Govt. orders related to reservations for ST/SC/OBC/ Minorities/ PWD are being broadly followed.