

F. No. 8-6/2014/ADB/EAP
Government of India
Ministry of Development of North Eastern Region

Ministry of Development of North Eastern Region, New Delhi requires the services of the following experts / retired Government servants for appointment on contractual basis for a period of one year in the Project Management Unit of the Asian Development Bank (ADB) assisted North Eastern States Roads Investment Programme (NESRIP), with the following educational qualifications and experiences:-

As per detailed Terms of Reference at Annexure I

| S. No. | Post | Educational Qualification and Experience | No. of Posts | Proposed fee per month |
|--------|----------------------|--|--------------|------------------------|
| 1 | Consultant (Finance) | (a) Masters Degree in Commerce or a qualified Chartered Accountant / Cost Accountant with minimum five years relevant post qualification experience. OR Retired Govt. Employees with atleast five years experience of working in the rank of Accounts Officer/ Sr. Accounts Officer. (b) Hands on working knowledge of computer application, MS Office including Excel, Access etc. Experience: 7 years or more in the relevant field | 1 | 70,000/- |
| 2 | Consultant (IT/MIS) | M.TECH /M.Sc. Computer Science. Professional: Certificate in Computer Programming and Management Information System Database Development/applications not limited to SQL, Access, FoxPro, Oracle, etc will be required. Experience in Software Development Website Development and Management will be an added advantage. Experience: 7 years or more in the relevant field | 1 | 70,000/- |

Candidates selected will be appointed on contractual basis for a period of one year, extendable upto the project implementation period depending on the performance of the candidate.

Interested candidates may send their applications in the prescribed format within 21 days from publication of this advertisement in newspaper on e-mail mercy.epao@nic.in with the subject "Application form for Consultant Finance or IT/MIS". Relevant documents must be required at the time of interview (Original and Xerox)

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Terms of reference for appointment of Consultant (Finance) and Consultant (IT/MIS) in the Ministry of Development of North Eastern Region

- i. Tasks to be carried out by:

1. Consultant Finance (1 Post)

- To handle/provide support in all accounting and financial matters pertaining to the project including financial sanctions, release of funds settlement of advances monitoring of expenditure reporting and reimbursement from ADB
- Key role in ensuring timely finalization of accounts and financial statements
- Monitoring receipt and expenditure of project funds and their proper accounting
- Render financial advice to the project on all financial matters
- Assist MDONER in consolidating reimbursement claims
- Shall be responsible for all work relating to finance/ fund flow/ budgeting/ accounting/ audit procedures to be undertaken in the project by the PMU in accordance with ADB's procedures and in liaison with Government departments.
- Shall be responsible for all administrative work relating to the project in the Ministry of DONER, providing logistics support to PMU and its experts and to the Ministry, maintaining day to day correspondence and official records.
- Prepare detailed budget for the project preparation process and initial start-up activities.
- Assist in training activities for Financial Monitoring and reporting.
- Assisting the Project Director in all the project monitoring and co-ordination matters.

2. Consultant IT/ MIS (1 Post)

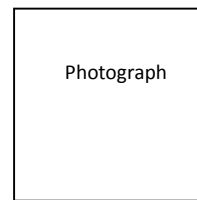
Job Requirement

- To be responsible for development of appropriate software for the project and for development of web based systems for both physical and financial monitoring and reviewing of the project by the Ministry of Development of North Eastern Region.
- To simplify and standardize record keeping system and assist in the implementation of data processing over systems or equipment;
- To advise on policies related to the information management system, with due consideration of its long-term benefit;
- To provide data processing services and specialized assistance in the use of applications and technological development;
- To design and maintain web-based applications and databases;
- To maintain close contact with state PIUs and monitor progress of Investment Program activities;

- To alert MDONER and PWDs when progress towards project outputs deviates from the agreed output targets;
 - Co-ordinate with the different state governments within the region for inclusion of state perspectives and state participation in the project.
 - Monitor the submissions of regular reports from State PIUs, to ensure their quality, accuracy and timeliness, and intervention to ensure that they are error-free, including advising PIUs on the proper completion of data reports, and monitoring their performance.
 - Monitor the performance of PIUs in managing and report any deficiencies.
 - To evaluate and develop an Integrated Management Information System for the MDONER composed of the following modules:-
 - Project Management System
 - Early Warning Management System;
 - Human Resources Development Management System;
 - Communication and Network Management System
 - Financial and Accounting Management System;
 - Inventory and Fixed Assets Management System;
 - Stores Management System;
 - Web Portable Management System;
- ii. Final output required from Consultant will include Reports on the tasks mentioned in the para i above.

Application format for appointment of Consultant (Finance) and Consultant (IT/MIS) in the Ministry of Development of North Eastern Region

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Mailing address (with Tel. / Mob. No. and E-mail address)
6. Permanent address
7. Educational Qualification:



| S. No. | Course | Subject | University/ Institute | Year of Passing | Division/ Class |
|--------|--------|---------|-----------------------|-----------------|-----------------|
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8. Technical Qualification:

| S. No. | Course | Subject | University/ Institute | Year of Passing | Division/ Class |
|--------|--------|---------|-----------------------|-----------------|-----------------|
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9. Work Experience

| S. No. | Organization/ Institute | Designation | Period From To | Nature of Work |
|--------|-------------------------|-------------|----------------|----------------|
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10. Whether SC/ST/OBC:

11. References:

- (i)
- (ii)

N.B. - Please attach supporting documents (attested photocopies)

Date

(Signature)