

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. <p style="text-align: center;">OR</p> 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.	1	50,000/-
2	Project Assistants	Graduate with Diploma in Computers of minimum one year duration with atleast 3 years experience as Secretarial Assistant. Knowledge and experience in project work will get due weightage.	1	25,000/-

The amount of fee in the case of retired Government officials appointed as Consultants/ Project Coordinator shall be decided in such a way that the fee plus pension drawn by them shall not exceed the last pay drawn. However, they will continue to draw pension and the dearness relief on pension during the period of their engagement as Consultant.

The upper age limit for appointment as Consultant (Finance) shall be 65 years. The upper age limit for appointment as Project Assistant shall be 40 years. Candidates selected will be appointed on contractual basis for a period of one year, extendable upto the project implementation period viz. 2017 depending on the performance of the candidate.

Interested candidates may send their CV in the enclosed format by post within 20 days from publication of this advertisement in newspaper to the following address:-

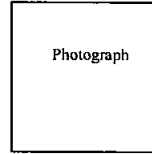

Mercy Epao
Director
Ministry of Development of North Eastern Region
Room No. 255, Vigyan Bhawan Annexe,
Maulana Azad Road, New Delhi.
Telefax. : 011-23022304

Terms of reference for appointment of Consultant (Finance) and Project Assistant in the Ministry of Development of North Eastern Region

- i. Precise Statement of objectives: Engagement of Consultants/ Project Coordinator/ Project Assistants on contract basis for setting up of PMU for ADB assisted North Eastern State Roads Investment Programme (NESRIP).
- ii. Tasks to be carried out by:
 - a. Consultant (Finance)
 - 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.
 - Assisting the Project Director in all the project monitoring and co-ordination matters.
 - Review of all the technical reports and provide comments.
 - Monitoring the projects activities.
 - Prepare detailed implementation schedule with time bound deliverables in the Ministry of DONER and in consultation with ADB.
 - Prepare detailed budget for the project preparation process and initial start-up activities.
 - Assemble reference materials, files and documents that would be used for the preparation processes.
 - Prepare quarterly progress reports based on the project implementation time lines and share the same with key stakeholders.
 - Monitor framework (RMF) of the project.
 - 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.
 - Assist in training activities for Financial Monitoring and reporting.
 - b. Project Assistant
 - To assist the Project Director & Consultants in day to day activities.
- iii. Final output required from Consultant will include Reports on the tasks mentioned in the para ii above.

Application format for appointment of Consultant (Finance) and Project Assistants in the Ministry of Development of North Eastern Region

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



S. No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class

9. Work Experience

S. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether SC/ST/OBC:

11. References:

(i)

(ii)

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

Date

(Signature)