"Advertisement for the One post of Consultant Finance and Two posts of Project Assistants in Project Management Unit (PMU), NESRIP at Vigyan Bhawan Annexe.

Applications are invited for selection to the post of one post of Consultant Finance and two posts of Project Assistants in Project Management Unit (PMU), NESRIP.

2. The detailed Terms of Reference related to the posts along with prescribed format for application are available on the website of the Ministry of Development of North Eastern Region website: www.mdoner.gov.in. Eligible and interested persons may send their application in the prescribed format by 20th September, 2019 to Under Secretary (EAP), Room No. 206, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi – 110011. Phone No. 23063109 (Email: indu.saini@nic.in).

(Saurabh Gaur)
Director
Ministry of Development of North Eastern Region
TERMS OF REFERENCE FOR THE POST OF CONSULTANT (FINANCE)
Government of India
Ministry of Development of North Eastern Region


Details of educational qualification, age, experience etc. are as under:-
1. Post : Consultant (Finance)
2. Number of Post : 01
3. Fee / Remuneration : Rs. 70,000/-
4. Age Limit : 62 Years (as on 01.01.2020)
5. Period : 1 year or co-terminus with the tenure of the project whichever is earlier

Qualification :

(I): Qualified Chartered Accountant / Cost Accountant or Master’s Degree in Commerce or Economics or MBA (Finance) with minimum five years relevant post qualification experience.

OR

(II): Retired Govt. Employees with atleast five years’ experience of working in the rank of Accounts Officer / Sr. Accounts Officer / Under Secretary having handled cash and accounts or similar training / experience.

Responsibility / Duty

(i) All accounting and financial matters pertaining to the Government projects including financial sanction, release of funds, settlement of advances, monitoring of expenditure report, communication with State Government for timely submission of documents and reimbursement from International Financial Institutions such as ADB, World Bank etc.
(ii) Timely finalization of accounts and financial statements relating to the project;
(iii) Monitoring receipt and expenditure of project funds and their proper accounting;
(iv) Rendering financial advice, wherever required, to the project on all financial matters;

(v) Consolidating and onward submission of reimbursement claims;

(vi) 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;

(vii) All administrative work relating to the project in the M/o DoNER, providing logistics support to PMU and its experts and maintain day to day correspondence and official records pertaining to Project Accounts;

(viii) Preparation of detailed budget for the project reparation process and other activities;

(ix) Assist in training activities for Financial Monitoring and reporting, and

(x) Assisting the Project Director in all the project monitoring and co-ordination matters.

**General Instructions for the Candidates:**

1. The candidate should be citizen of India;
2. The amount of fee in the case of retired Government officials as Consultant (Finance) will 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 (DR) on pension during the period of their engagement as Consultant (Finance).
3. Duly filled scanned application form along with supporting documents to be sent on email indu.saini@nic.in before last day.
4. The Ministry of Development of North Eastern Region reserves the right to fill or not to fill any or all the posts advertised and no correspondence whatsoever from the candidates regarding conduct, result and reason for not being shortlisted will be entertained.
5. Said engagement shall be made on contract basis but likely to continue beyond one year with the approval of the Competent Authority in the Ministry.
6. The said engagement is solely on the basis of the performance, being adjudged periodically, and if not found upto the mark, is liable to be terminated prematurely with the approval of the Competent Authority with one month notice period.
7. Candidates must ensure that their application must reach the M/o DoNER well in time. The M/o DoNER will not be responsible for any delay.
8. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
9. TDS on fee / remuneration will be applicable.
TERMS OF REFERENCE FOR THE POST OF PROJECT ASSISTANT IN
PMU

Details of educational qualification, age, experience etc. are as under:-
1. Post : Project Assistant
2. Number of Post : 02
3. Fee / Remuneration : Rs. 25,000/-
4. Period : 1 year or co-terminus with the tenure of the project whichever is earlier

QUALIFICATION/EXPERIENCE/DESIRABLE:

1. Graduate.
2. Working knowledge of Computers [MS Office / Power Point] [Certificate course in computer from a recognized institute would be given preference]
3. Good Typing Speed [25-30 wpm]
4. Atleast 1 year experience (continuous and recent) of working as Project Assistant / General Office Assistant / Data Entry Operator.
5. Proficient in English with good writing and communication skills.

JOB PROFILE:

1. Submission of bills for payments in E-office, drafting of sanction order, release of sanction, maintenance of records/sheets/details of project (state-wise, component wise), Electronic Sanctions, record management etc.
2. To communicate over phone / E-mail with State Authorities, ADB, CAAA and other line Ministries in connection with the project work.
3. Attending meetings, taking minutes and assisting PMU / MDONER officials in the routine office administration.
4. In case required, touring with MDONER officials for inspection of the progress of the project or to attend seminars / workshop etc.
5. Maintaining absolute confidentiality and not indulging in any activities (including over social media) that would malign the image of the PMU / MDONER.
6. Highest standards of professional competency and integrity is expected during the engagement period.
CONDITIONS OF ENGAGEMENT:

1. The candidate should be citizen of India;
2. Duly filled scanned application form along with supporting documents to be sent on email indu.saini@nic.in before last day.
3. Candidates must ensure that their application must reach the M/o DoNER well in time. The M/o DoNER will not be responsible for any delay.
4. The Ministry of Development of North Eastern Region reserves the right to fill or not to fill any or all the posts advertised and no correspondence whatsoever from the candidates regarding conduct, result and reason for not being shortlisted will be entertained.
5. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
6. A consolidated fee of Rs. 25,000/- per months shall be paid subject to such deductions as may be statutorily required. MDONER shall not be liable for taxes or other contributions payable by the candidate as a consequence of payments made under this engagement.
7. Said engagement shall be made on contract basis but likely to continue beyond one year with the approval of the Competent Authority in the Ministry.
8. The said engagement is solely on the basis of the performance, being adjudged periodically, and if not found upto the mark, is liable to be terminated prematurely with the approval of the Competent Authority with one month notice period.

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APPLICATION FORM FOR THE POST OF CONSULTANT (FINANCE)/PROJECT ASSISTANT

1. Name of the Candidate:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Gender:
6. Domicile:
7. Age as on closing date:
8. Address for correspondence:
9. Permanent address:
10. Phone no. (Preferably Mobile) & Email ID:
11. Whether ex-serviceman:
12. Any other relevant information:
13. Educational Qualification (beginning start with HSC)

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<th>S.No.</th>
<th>Exam Passed (Starting from Highest till Intermediate)</th>
<th>Year of Passing</th>
<th>Board/University/Institute</th>
<th>Subject</th>
<th>Division/Class/Grade</th>
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14. Work Experience (Starting with present):

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<th>S.No.</th>
<th>Name of the Institute/Centre where employed</th>
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DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given herein being found false or incorrect, my candidature is liable to be rejected or cancelled at any given point of time during the course of selection process or after my appointment, my services are liable to be terminated without notice to me.

Place: 
Date: 

Signature of the candidate