

Assam State Disaster Management Authority**Walk-in Interview**

Interested candidates, may appear for a walk-in Interview for filling-up the following post under Assam State Disaster Management Authority (AIRBMP Project). Candidates should carry & submit the prescribed application form along with copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc.

The applicants have to appear for a written (skill) test / interview, at their own cost. On the basis of the result of the written (skill) test, only the top 5 (five) candidates will be shortlisted for the interview. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before appearing, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of posts
1	Accountant	1 (one) No.

The walk-in selection process will be held on **05-01-2024 (Friday) at 10.00 am** at the following venue:

**Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

The intending candidate will have to prepare a presentation of 15 (fifteen) minutes reflecting on a case study faced by the candidate during their work experience followed by an interactive session of 15 minutes. The presentation should be brought along with the candidate in a pen-drive on the day of the interview.

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

**State Project Coordinator,
Assam State Disaster Management Authority.**

TOR for Accountant**Assam Integrated River Basin Management Project (AIRBMP)****TERMS OF REFERENCE FOR ACCOUNTANT****A. Background of Project:**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

B. Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. The Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

C. The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

Component 1 – Institutional Strengthening.

Component 2 – Integrated River Basin Planning and Demonstrative Investments.

Component 3 – Flood and Erosion Management.

Component 4 – Project Management

Component 5 – Contingency Emergency Response Component (CERC)

D. The project shall be implemented by the Assam State Disaster Management Authority (ASDMA). ASDMA now invites applications from eligible Indian citizens to provide the Services of Finance and Accounts Assistant. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:-

E. Scope of Work:-

Assist the Finance Management Specialist of the Finance Wing in all accounting and financial matters like, keeping records of all files/transactions/Book of Accounts and maintenance of the same in Tally;

statutory compliances, Audit, submission of claims to PMU/WB, etc and other such reports solicited by the Project Head i.e. CEO, ASDMA; and any other deliverables arising out of the above mentioned tasks.

F. Qualification and Experience:

- i) **Educational Qualification:-** Graduate in Commerce/Finance from a recognised university with with knowledge of Tally ERP 9.0. Knowledge and proficiency in PFMS will be an added advantage.
- ii) **Working Experience:-** 5 years of experience in similar work profile in any Govt./Semi Govt. or organization of repute.
- iii) **Computer Skills:-** Proficiency in Tally, MS Word, Excel, Powerpoint is mandatory.
- iv) **Language:-** Fluency in Hindi and English is required. Familiarity with the Assamese language will be an added advantage.

G. Desirable Qualifications, Experience, Skills etc:

- i) Experience in respective sector and in similar assignments in any World Bank funded projects/ externally aided projects or similar Govt. of India funded projects/National level reputed projects including in Govt. projects;
- ii) Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams;
- iii) Experience of working in complex, multi stakeholder environment with ability to work under pressure/ strict deadlines and multi-tasking.

H. Key Job Responsibilities:

1. To assist the Finance Management Specialist of the Finance Wing in all accounting and financial matters like, keeping records of all files/transactions/Book of Accounts and maintenance of the same in Tally; statutory compliances, Audit, submission of claims to PMU/WB, etc
2. The Accountant will enter the accounting data in accounting software (like Tally) based on the various books of accounts maintained by the PIU.
3. To assist in internal check of accounts and financial transactions of the PIU-ASDMA
4. To ensure regular & proper keeping of accounts and related records by the DDO of PIU-ASDSMA assigned to him/ her, observing the standard principles of double entry systems of accounting & Financial Management Manual of the AIRBMP and submission of returns and reports to the PMU in time.
5. Providing support for conduct of internal and external audits of the Authority for the project
6. Ensure timely compliance of the audit observations and assist in ensuring that appropriate and timely follow up and remedial actions were taken at the PIU
7. Undertake field visits and carryout random checks of various project's sites of PIUs from time to time.
8. Prepare quarterly Interim Unaudited Financial Reports (IUFR) as per finance manual for the AIRBMP
9. To assist in Preparation of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements
10. To Assist in submission of IUFRs and Audit Reports to the PMU & World Bank (online in the Client Connection portal, if applicable), and any other reporting obligations to stakeholders.
11. Provide timely FM inputs for preparation of annual and mid-term progress reports, and other such reports.
12. Coordinate on FM matters with all relevant line departments in the state to facilitate project implementation.
13. Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
14. Any other work as directed by the CEO/ Project officer,AIRBMP of ASDMA from time to

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time.

I. Duration of Contract:

The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

J. Reporting and Performance Review:

The Accountant will report to the Finance Management Specialist of ASDMA. The work and performance of the Accountant shall be reviewed by the Project Officer, AIRBMP on a periodic basis.

K. Facilities to be provided by the Client (ASDMA):

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of FMS.

L. Other:-

The applicant should be physically fit to undertake extensive field visit within and outside the state.

M. Remuneration:

Rs 31,000/- to Rs 35,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms



ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [*please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts*]:

Accountant	
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Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board / University Examinations.
- Please enclose copies of work experience certificates, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

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2. Gender : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):
Date Month Year

4. Complete Age as on (01-01-2023) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC / HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

