

## **PUBLIC NOTICE**

### **Engagement of Retired Government official for providing consulting Services under National Mission for Clean Ganga (NMCG) Project**

On behalf of President of India, Project Director, NMCG Project Survey of India, invites application from retired Government officers, having experience in field of financial management, budget and accounting, for engagement as Financial Manager (1 Post) on contractual basis for providing consultancy services under NMCG Project being carried out in Survey of India.

#### **1. Nature of work**

- a. To assist Project Director in establishing and maintaining accounts and to keep accounting books/documents in order.
- b. To assist Project Director in developing and establishing financial and budgetary management and auditing systems for the Project.
- c. To assist Project Director in ensuring that all matters pertaining to accounts, Procurement, financial management and audit are done as per project sanction order.
- d. To assist Project Director in preparation of Project progress report, audit report, utilization certificate and Budgetary demand schedules etc.
- e. To assist Project Director in establishing and maintaining a Project management information system for project management and monitoring and evaluation by setting up operational arrangements for collecting analyzing and reporting project data, including records on procurement carried out under project.
- f. To assist Project Director in collection, compilation and analysis of the financial data relating to all expenditure made under project, and help in the identification of project risks and allocation of resources in an efficient and economic manner.
- g. To undertake any other work as assigned by Project Director.

#### **2. Candidate should meet following conditions**

##### **a. Eligibility:**

- i. Person retired from Central/State Government in rank equivalent to the Under Secretary/Deputy Secretary of Central Government is eligible for the position of Financial Manager.
- ii. Applicant should not be more than 64 years of age. The cutoff date will be the last date of closure of receipt of application.
- iii. The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least MBBS or equivalent medical degree will have to be given.

**b. Desired Qualification:**

- i. Master/Bachelor's Degree in field of Accounting or any other related field from a recognized university or institute.
- ii. At least 10 years experience in the field of management of account and administration.
- iii. Should have communication and interpersonal skills, knowledge of computer application such as MS Word, MS Excel, Power Point internet and email.
- iv. Should have expertise in drafting/noting, budget/accounts, office procedure etc.

**c. Expertise/Experience Required:**

- i. Applicant should have considerable experience of functioning of central Government Ministerial/Departments.
- ii. Applicant should have excellent communication and interpersonal skills with a strong flair for in depth, handling of work relating to internal finance as well.

**d. Language Skill:** Must have Working Proficiency in Hindi and English.

**3. Emoluments:** The total emoluments will be last pay plus DA (at the applicable rate) minus the pension being drawn by the candidate. The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which TDS certificates will be issued.

**4. Allowances and Leave:**

- a. TA/DR on tour may be allowed as per applicant's last pay drawn entitlements.
- b. HRA will not be admissible.
- c. 8 days leave in a calendar year be applicable on pro rata basis. Un-availed leave in a calendar year can neither be carried forward to the next calendar year nor be entitled for leave encashment.

**5. Duration:**

- a. Tenure will be upto 31<sup>st</sup> July, 2020 and subsequent continuation on same terms, if any, in the spells of months limited upto project timelines or upto 65 years of age whichever is earlier, will be decided on basis of functional requirements, appraisal of the performance and medical fitness of individual. The total period of contract shall be limited up to completion of project.
- b. Notwithstanding the provisions of clause 5(a) above, the contract can be terminated by either side, by giving one month's notice. Further, employer

reserves right to reject the notice of termination of contract in public interest or for exigency of work. Employer reserves right to terminate contract at any point of time, without any notice, in event of following

- i. Financial manager fail to meet the required standards of skills, duties and conditions.
- ii. On breach of confidentiality on part of financial manager.
- iii. Financial manager is found lacking in honesty and integrity

**6. Maintenance of Professional Ethics:**

- a. During the terms of engagement and thereafter the person shall maintain strict confidentiality of the matters pertaining to the Department.
- b. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department/organization shall remain with the Department.
- c. No one shall utilize or publish or disclose or part with, to a third party, any part of data or statistics or proceedings or information collected for the department, without the express written consent of the employer.
- d. Financial manager shall be bound to hand over the entire set of records of assignment to the employer before the expiry of the contract, and before the final payment is released by the employer.
- e. Financial Manager would be required to sign a non-disclosure undertaking as per annexure A.

**7. Place of Posting:**

Office of Project Director, NMCG & Director G&RB, Survey of India, Ministry of Science and Technology, Government of India, 17 E.C. Road, Post Box no 77, Dehradun- 248001 (Uttarakhand), India. Ph: 0091-135-2654528, Fax : 0135-2656759, Email [grb.soi@gov.in](mailto:grb.soi@gov.in)

**8. Mode of Selection:**

- a. Application received in response to notification will be scrutinized. Based on qualification and experience, three candidates will be shortlisted out for each post. Shortlisted candidates will be called for a personal interview and verification of original documents.
- b. Time and Place of interview and List of Shortlisted candidates, for Interview, will be uploaded on Recruitment tab of [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) website. The Communication regarding interview shall be made on the email address given in the application.

- c. An Interview Board will take the interview of shortlisted candidates to select suitable candidate for desired post. Candidate who fails to appear before Interview Board on scheduled date and time will forfeit his/her candidature.
- d. Selected candidate will be issued offer of appointment, communication regarding offer of appointment shall be made on the postal address given in the application as well as through e-mail ID given by the Candidate. Name of successful candidate will also be uploaded on Recruitment tab of [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) website.
- e. Selected candidates will be required to join at the place of posting within 15 days from the date of receipt of offer of appointment, failing which their selection/candidature shall be treated to be cancelled without any further communication.

**9. Documents to be submitted:**

- a. Self attested copy of PPO issued by the Ministry/Department/Organization.
- b. Self attested copy of PAN Card, Aadhar Card/Passport.
- c. Self attested copy of Degree/ certificates pertain to Education and other desired qualifications
- d. Self attested copy of Experience details in proforma given in Annexure C.
- e. Fitness certificate from a registered medical doctor.
- f. Self-addressed duly stamped envelope

**10.** Chairman of the Selection Board/PD, NMCG or its representative reserve the right to reject any application without assigning any reasons.

**11.** Interested retired officers with above said qualification/experience may send their application in proforma enclosed (Annexure B&C) along with all necessary supporting documents. The application should reach by email to Director, NPG, Survey of India, at email id [npg.ddn.soi@gov.in](mailto:npg.ddn.soi@gov.in), on or before 26th Sept ,2019, 03.00 p.m. Subject of email should be marked as "Application for the Financial Manager in NMCG Project, Survey of India".

**NON DISCLOSURE AGREEMENT**

To,

The Project Director,  
NMCG Project, Survey of India,  
17 EC Road, Dehradun -248001.

Sir,

1. I hereby undertake that I will,
  - i. Treat all the information that comes to my knowledge as part of my duties as confidential information and keep it strictly confidential.
  - ii. Not sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by any means of reproduction either in physical, hardcopy, digital or in electronic format.
  - iii. To hold such confidential information in trust and confidence, both during and after the terms of my engagement.
  - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with employer which would otherwise conflict with my obligations towards employer.
  - v. To abide by data security policy and related guidelines issued by Employer.
  - vi. Shall not resort to any corrupt practices in any respect and at any stage during the tenure of engagement.
2. In the event of termination of my employment for any reason whatsoever, I shall promptly surrender and deliver to employer all records/material, equipment, document or data in my possession.
3. I shall keep employer informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Place : \_\_\_\_\_  
Date : \_\_\_\_\_

## Application form for the Post of the Financial Manager under NMCG Project, Survey of India

(Passport size  
photograph)

1	Name				
2	Address				
		Pin Code		State	
3	Phone No	Mobile		Alternate Mobile no/ Landline no	
4	Email ID				
5	Date of Birth				
6	Date of Retirement				
7	Scale of Pay, Basic Pay and Designation at the time of retirement (Along with Proof)				
8	Address of the Central/State Govt office from where applicant has been retired, along with unit and place of last posting				
9	Education Qualification	1			
		2			
		3			
10	Details of placement/employment after retirement	1			
		2			
		3			
11	Any other information				
12	List of Enclosures	1			
		2			
		3			
		4			
		5			

I, \_\_\_\_\_ hereby declare that information furnished by me is true and correct in all respect. I agree to the terms and conditions for engagement as Financial Manager.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Details of Service****(For the Post of the Financial Manager under NMCG Project, Survey of India)**

Brief description of service and experience (Roles and responsibilities held by applicant)

Sl no	Name of Department	Designation	Period		Nature of Duty (Roles and responsibilities held by applicant)	Last Pay Drawn as per last pay certificate
			From	To		

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_