

WORLD BANK ASSISTED RURAL WATER SUPPLY AND SANITATION PROJECT
DISTRICT PROJECT MANAGEMENT UNIT, MUZAFFARPUR

Application Invited

For

Selection of Individual (1) Financial Management Specialist, at DPMU Muzaffarpur

The District Project Management Unit Muzaffarpur is inviting eligible individual specialists to indicate their interest in providing the above Services for following position at district level:

Sl. No.	Consultant Position	No. of Position	Desired qualification
1.	Financial Management Specialist	1	Master Degree in Commerce/ MBA in 5 years of relevant working experience or Retired Officers from Accountant General (AG) Office or Bihar Finance Services with minimum level of Senior Account Officer

Interested individuals sent their application on below mentioned address through speed/registered post and online through email ID -eepheddpmmuzaffarpur@gmail.com up to 15th December, 2018 on or before 5.00 PM in Prescribed format.

Terms & condition for application:

- Neatly typed application in the following prescribed format and complete in all respects containing duly signed application with enclosures such as self-attested copy of educational qualification and work experience should be sent to below mentioned Address and email ID, latest by 5:00 PM till 15th December 2018. Application sent through any other mode will not be accepted.
- "Application for the post of Financial Management Specialist under DPMU. The applications received in format other than the prescribed Application format would not be considered valid and shall be liable for rejection.

Selection Process and Criteria:

1. Candidates will be shortlisted on the basis of relevant working experience and educational qualification as per TOR.
2. Shortlisted candidates will be required to appear in detailed selection process.
3. Date, time and venue of selection process will be informed through Newspaper/e-mail.

To download detail of recruitment processes, ToR and "Application Format" please visit -<https://muzaffarpur.nic.in/> <http://phedmis.bih.nic.in> and www.bswsmpatna.org or contact at the address below:

Executive Engineer cum Project Manager
District Project Management Unit, P.H Division Muzaffarpur
Collectorate, Pani Tanki Parishar, Muzaffarpur
Pin Code 842001; Tel: 0621-2212438
email ID -eepheddpmmuzaffarpur@gmail.com

The Executive Engineer -cum- D.P.M reserves the right to cancel the notice without assigning any reason thereof.

Executive Engineer
P.H Division Muzaffarpur
Muzaffarpur-842001

WORLD BANK ASSISTED RURAL WATER SUPPLY AND SANITATION PROJECT
DISTRICT WATER AND SANITATION MISSION (DWSM)
DISTRICT PROJECT MANAGEMENT UNIT (DPMU)
(PUBLIC HEALTH ENGINEERING DEPARTMENT)

Term of Reference for Financial Management Specialist

1. **POSITION:** Financial Management Specialist (01)
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2. **PURPOSE OF ASSIGNMENT**

Provide technical support to District Water and Sanitation Committee (DWSC) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**

Programmatic implementation, financial activities coordination and expenditure related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**

To provide Financial Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. **DUTY STATION**

District Headquarter of Project Districts

6. **DURATION**

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. **SUPERVISOR**

Executive Engineer-cum-Member Secretary, DWSCs

8. **Desired Qualification and Experiences**

Minimum in Master Degree in Commerce/ MBA, 5 years of relevant working experience

OR Retired Officers from Accountant General (AG) Office or Bihar Finance Services with minimum level of Senior Account Officer

9. **HONORARIUM AND OTHER ENTITLEMENTS**

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Prepare realistic budgets of DPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of DPMU and analyze such variances; keep the head of the DPMU/SPMU informed of such variances.
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities for village level institutions relevant to financial management and audits.
- Maintain accounts of DPMU on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the DPMU accounts.
- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of DPMU are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management, which She/he perceives to be a potential bottleneck in project implementation to the head of the DPMU/SPMU.
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Financial Progress report on Project Implementation
- b. Monthly status on district level programme implementation and expenditure/planning of activities
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced Financed based MIS implemented within districts

12. Age : Not More than 65 years

Selection Process and Criteria

1. Eligibility criteria for contractual engagement

- Applicant must be the Indian citizen
- **Age limit** – must be less than 45 years on the date of 01.01.2018

Age relaxation would be applicable as per the norm of Government of Bihar for the SC/ST and Ex-armed forces of Indian Government. Age relaxation for the others would be as below:

SL.	CATEGORY	RELAXATION LIMIT
1	BC/EBC	2 (TWO) YEARS
2	WOMEN	3 (THREE) YEARS
3	SC/ST	5 (FIVE) YEARS
4	EX-ARMED FORCE PERSONNEL	5 (FIVE) YEARS

For Retired personnel of Govt. of Bihar the 65 years would be the upper age limit.

- Other relevant qualification would as mentioned above in the table.

2. Preparation of Merit List

- a. The selection would be made as per the merit list prepared through selection process as defined below:

The selection procedure would be applicable as prescribed by taking consideration on the desirable qualification & experience and the competency assessment through personal interview with following weightage:

SL. NO.	PARTICULAR	WEIGHTAGE
1.	POINT SYSTEM ON QUALIFICATION	60
2.	ADDITIONAL QUALIFICATION	10
3.	EXPERIENCE	10
4.	PERSONAL INTERVIEW	20
	TOTAL MARKS	100

Point specification education qualification and experience for each position (not applicable for the retired Government officials:

Sl. No	Position (No. of post)	Point Specification				
1.	Financial Management Specialist	MIN. EDU. QUALIFICATION	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS	% MARKS/ POINTS
		% MARKS	> 80%	<80%, >70%	<70%, >60%	<60%
		POST GRADUATION	30	25	20	15
		GRADUATION	15	12	9	6
		INTERMEDIATE	15	12	9	6
		Points specification for additional educational qualification: Qualified Chartered Accountant – 10 points				
Points specification for additional experiences:						
	I. Experience > 5 years in Financial Management	-	10 points			

3. Selection

- a. **Contract:** Finally selected applicant will undergo in contract for the period of one year, subject to performance review by DPMU. Fresh contractual engagement and/or extension of the present contract would be considered after review of your performance during the period of contract and the status of the project.
- b. One candidate can not apply for more than one post.
- c. This appointment is terminable by giving one months notice in writing or payment of one month's remuneration in lieu thereof. Consultant may also terminate this contract by giving one month's notice in writing or payment of one month's remuneration thereof.
- d. Appointed consultant will not be entitled to any other benefits like Dearness Allowance, CPF, House Rent, Group Insurance, Pension benefits, CCA etc.
- e. The payable honorarium to consultant is the subject of tax deduction as per the IT laws.
- f. Selected applicant will be posted in any of the project districts of RWSSP. S/he could be transferred to any other project district keeping in view the work need, in the best interest of the projects and also on administrative grounds.
- g. The post involves extensive travel within the state and whenever so necessitated elsewhere for project activities. During tour your T.A. & D.A. will be regulated as per the TA Rules of the Project defined.
- h. The appointee may terminate consultant engagement without giving any notice in the event of continuous absence for 7 days from duty.
- i. Consultant once engaged in project shall not be allowed to take up any part time/ full time employment or assignments elsewhere or do any business during the period.
- j. The appointee will be entitled to recover any loss or damages which may be caused due to your action, inaction or omission in discharge of responsibilities as Consultant.

4. Terms and Condition

1. Professional fees will be paid on monthly basis in lump sum inclusive of all allowances. Outstation travel and related expenses will be settled on reimbursable basis. Outstation TA/DA entitlements shall be according to the admissibility adjudged by the DPMU.
2. No other entitlements e.g. P.F, ESI, Medical Facilities, Pension etc. will be extended.
3. There will be extensive travels in project villages.
4. Any dispute arising out during the service period the decision of SPMU will be binding and final to the assignee.

Application for the Post of -----
District Project Management Unit (DPMU) Muzaffarpur
(P.H Division, Muzaffarpur)
 (Use Capital Letters Only)

1. Name -----
2. Father/ Husband's name: -----
3. Sex (M/F): -----
4. Address for communication: -----

5. a) Contact no. (STD): -----
 b) Mobile no. : -----
 c) Email ID: -----
6. Date of Birth: -----
7. **Educational Qualification : (As on the date of application)**

Paste here your
recent passport
size photograph
and sign it
across

Examination	Name of University/ Institute	Year of Passing	Percentage of Marks/ Division	Subject/ Specialization
Graduation				
Post Graduate				
Technical Qualification				
Other				

8. Member of Professional Association: -----
9. Other Trainings (Indicate Significant Training: (use separate sheet if desired) -

10. Work Experience:

Organization/ Department	Designation/ Pay Scale/ Gross Emoluments	Nature of Work With detailed task assigned	Duration From To	Total No. of years of working experience

11. Work undertaken that best illustrates capacity to handle the tasks to be taken up as per ToR:

Name of Assignment/ Project	Year/ Location	Client	Position Held	Main Project Features	Activities Performed

12. Last Salary/ Remuneration/ Fee Drawn: -----

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes myself, my qualification and experience. I understand that any willful misstatement described herein may lead my disqualification or dismissal, if engaged.

Date:

(Signature of Candidate)

Place: