

**TERMS OF REFERENCE (TOR)**  
**(For Appointment of Finance Specialist/Account Specialist)**

<b>JOB TITLE</b>	:	Finance Specialist /Account Specialist
<b>PAY SCALE</b>	:	Contractual- Rs. 60,000/- Maximum
<b>LOCATION</b>	:	Dehradun, Uttarakhand
<b>SERVICE TERM</b>	:	Contract
<b>START DATE</b>	:	After issuance of appointment letter
<b>REPORTING TO</b>	:	Program Director, SPMG, Namami Gange, Uttarakhand.

**BACKGROUND:**

State Project Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India. Also, a project of "Environment Friendly Urban Development Program in Ganga Basin States" under KfW funding for Rishikesh and Haridwar sewage network shall be implemented under 'Namami Gange' program for which the aforesaid post has been sanctioned.

**REQUIRED SKILLS AND EXPERTISE:**

1. Strong skill in Financial Management.
2. Establish and maintain accounts.
3. Previous experience in Centrally Sponsored/Externally Aided will be an advantage.
4. Prepare and review budget, expenses and invoices and other accounting documents.
5. Assistant in Financial management accounting, and disbursement of KfW funded projects.
6. Assist in accounts, income tax matters, sanction letters, release of grants, utilization certificates and SOE and correspondence in this regard.
7. Interact with internal and external auditors in completing audits.
8. Other duties as assigned.
9. Ensure compliance with the KfW safeguards/guidelines.

**QUALIFICATION AND EXPERIENCE:**

1. Graduate in Commerce.
2. Experience in accountancy for 6 years and good knowledge in tally software.
3. Preference will be given to the candidate who have experience in State Govt./ Central Govt. office.

**SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:**

Only the shortlisted shall be called for an interview.

**FINAL SELECTION FOR THE POST OF FINANCE SPECIALIST/ACCOUNT SPECIALIST**

Final merit list of candidates shall be made by interview marks as secured by the candidates.

**TERMS AND CONDITION:**

1. Candidates will be selected, based on evaluation criteria for short listing and the initial term of appointment shall be till 28.02.2021 or project completion (whichever is earlier). The services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF **Finance Specialist/Account Specialist** to the **Program Director, State Project Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 26.05.2020 till 5.00 PM. Signed application after scanning may also be sent by e-mail at [spmghr@gmail.com](mailto:spmghr@gmail.com).