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GOVERNMENT OF ASSAM

OFFICE OF THE MISSION DIRECTOR: SBM-G : ASSAM
HENGRABARI: GUWAHATI-36.
Email id : sbmg.assam@gmail.com
Advertisement No. -1 of 2018-19

Hiring of **Accountant** (Post Code-01)in the Mission Directorate , Swachh Bharat Mission-Gramin, Assam

01. Background

The State Water and Sanitation Mission (SWSM) is a society of Public Health Engineering Department, Govt of Assam, registered under Society Registration Act 1860. The **Mission Directorate, Swachh Bharat Mission-Gramin(SBM-G), Assam** was created under State Water and Sanitation Mission(SWSM), Assam. The Directorate is implementing the Swachh Bharat Mission-Gramin(SBM-G), a flagship programme of Govt of India in Sanitation Sector. Under SBM-G, it has been envisioned to achieve Open Defecation Free Assam within 2nd October 2019.

The Mission Directorate intends to engage one Specialist to support the mission in managing the accounts related matter(s) as per provisions of SBM-G guidelines, Govt Orders/Circulars/Rules etc.

02. No of positions : 01 (one)

03. Eligibility Criteria

A. Age

The applicant must be below 44 years as on 01-01-2018.

B. Qualification and Experience

I. Full time regular M.Com from recognized University/Institute with more than 55% or equivalent mark/grade having minimum 3 (Three) years of post qualification experience in accounting .

II. Skills

- Strong understanding of Government Accounting, Budgeting & Audit systems.
- Familiarity with financial norms & reporting of Government schemes/missions etc.
- Timely handling of issues pertaining to financial matter.
- Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.
- Strong communication skills in English, Hindi and Local Language.
- Must be computer savvy with sound working knowledge of MS-Office/Tally/Internet etc.

04. Statement of objectives and deliverables

The Accountant will deliver the following

a) Matter related to Govt. duties & taxes.
b) Assisting in Govt. proposals for fund demand.
c) Assisting in UC Preparation.
d) Supervision of activities of all Accounts Assistants.
e) All payment related issues.
f) UNICEF, World Bank supported & other Funding Agency programme A/Cs, Record keeping etc.

05. Place of Work :

The Accountant has to work at the premises of Mission Director's office and make field visits to the districts as required.

06. Duration of assignment :

a) The candidate selected for the assignment is expected to commence work within fifteen days after the announcement of result
b) The staff for this assignment will be selected based on contract / co-terminus with the support of Govt of Assam/Govt of India. However, the continuation will be subject to review.
c) The assignment will initially for 11 months from the date of joining.

07. Terms of Payment

Consolidated remuneration of Rs.30,000/- to Rs 40,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

08. Allowances, costs & expenses :

In addition to monthly remunerations specified above, the employer shall pay the employee, the following allowances, costs and expenses;

a) Per-diem every day involving overnight halt and while being away from the duty station on the official work as per approved norms of the Mission
b) T/A as per the rule of the Mission will be paid as and when the employee is on tour.
c) No other perks & allowances admissible like Gratuity, LTC and Leave encashment etc.

09. Other conditions of contract

a) The employee shall be responsible for arranging his/her own residential accommodation, medical expenses and insurance.
b) The employee shall not be entitled / entertained to claim absorption in any Government Establishment.
c) The employee shall be entitled to leave as per approved rules/norms with prior approval of the Mission Director or his authorised Officer
d) The Employee shall be liable for taxes as per the I.T. Act.
e) All reports, notes, drawings, specifications, statistics, plans and other documents and date complied or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
f) Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.
g) The employer may terminate the employee with prior notice of one month and the employee may resign with prior notice of one month.

10. Application Requirement

Interested Indian nationals below 44 years (for in service employee) as on 01-01-2018 may apply for the post.

Interested applicant may submit their application addressed to the **The Mission Director, Swachh Bharat Mission-Gramin, C/O Chief Engineer(PHE), Sanitation, Assam, Hengrabari, Guwahati-781036,** indicating clearly the post applied for along with the following documents:

a) Copies of Academic transcript (Post Graduation,/ Graduation as the case may be)
b) Copies of Training Certificates (Computer / Tally as the case may be).
c) Copies of work experience certificates
d) Copies of Medical Fitness Certificate
e) Contact details (Phone and email id)

The Mission shall not be responsible for not receiving the emails or phone calls in the email id or phone no given in the application.

11. **Selection Criteria:**

Applicants not producing any of the documents specified in Clause 10 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.

a) The list of shortlisted candidates shall be uploaded in the website: **phesanitation.assam.gov.in**

b) Short listed candidates will be tested on their domain knowledge by oral/written exams and may be required to make presentations.

12. Application submission deadline:

Interested applicant shall submit application strictly as per enclosed format (Annexure-1) along with all above mentioned documents to the office of the **Mission Director, Swachh Bharat Mission-Gramin, C/O Chief Engineer (PHE), Sanitation, Assam, Hengrabari, Guwahati-781036,** including clearly the post applied for; latest by 5.00 P.M. by 12th June,2018**.**

13. Ownership

Mission Directorate, SBM-G , Assam, will have ownership of the data/reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of Mission Directorate, SBM-G, Assam

14. Arbitration

In the event of any dispute between the **Accountant** and **Mission Directorate**, Govt of Assam shall be the arbitrator and legal jurisdiction shall be Gauhati High Court.

(Dr. Siddharth Singh, IAS)
Mission Director, SBM (G), Assam&
Secretary, PHE Department

No. RGRWSM/156/part I/2017-18/ **Dated :**

Copy to:

1. The Additional Chief Secretary, PHE etc Department, Dispur, Guwahati-781006
2. The Secretary , PHE Department, Dispur, Guwahati-781006
3. The Staff Officer to Chief Secretary, Assam, Guwahati-781006

(Dr Siddharth Singh, IAS)
Mission Director, SBM (G), Assam&
Secretary, PHE Department

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Advertisement No. -1/ 2018-19

Hiring of **Accounts Assistant cum Cashier** (Post Code-02)in the Mission Directorate , Swachh Bharat Mission-Gramin, Assam

01 Background

The State Water and Sanitation Mission (SWSM) is a society of Public Health Engineering Department, Govt of Assam, registered under Society Registration Act 1860. The **Mission Directorate, Swachh Bharat Mission-Gramin(SBM-G), Assam** was created under State Water and Sanitation Mission(SWSM), Assam. The Directorate is implementing the Swachh Bharat Mission-Gramin(SBM-G), a flagship programme of Govt of India in Sanitation Sector. Under SBM-G, it has been envisioned to achieve Open Defecation Free Assam within 2nd October 2019.

The Mission Directorate intends to engage one Specialist to support the mission in managing the accounts related matter(s) as per provisions of SBM-G guidelines, Govt Orders/Circulars/Rules etc.

02 No of positions : 01 (one)

03 Eligibility Criteria

A. Age

The applicant must be below 44 years as on 01-01-2018

B. Qualification and Experience

I. Full time regular B.Com from recognized University/Institute with more than 55% or equivalent mark/grade having minimum 3 (Three) years of post qualification experience in accounting .

II. Skills

- Strong understanding of Government Accounting, Budgeting & Audit systems.
- Familiarity with financial norms & reporting of Government schemes/missions etc.
- Timely handling of issues pertaining to financial matter.
- Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.
- Strong communication skills in English, Hindi and Local Language.
- Must be computer savvy with sound working knowledge of MS-Office/Tally/Internet etc.

04 Statement of objectives and deliverables

The Account Assistant cum cashier will deliver the following

- Maintenance of Manual Cash Book & for Tally records.
- Keeping all Demand drafts/B.G/Banker Cheque etc in safe custody.
- Maintenance of all payment voucher in chronological order scheme wise.
- Imprest Account.
- Any other assigned activities.

05. Place of Work :

The Accounts Assistant cum Cashier has to work at the premises of Mission Director's office and make field visits to the districts as required.

06 Duration of assignment :

a) The candidate selected for the assignment is expected to commence work within fifteen days after the announcement of result
b) The staff for this assignment will be selected based on contract / co-terminus with the support of Govt of Assam/Govt of India. However, the continuation will be subject to review.
c) The assignment will initially for 11 months from the date of joining.

07 Terms of Payment

Consolidated remuneration of Rs.25, 000/- to Rs 35,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

08 Allowances, costs & expenses :

In addition to monthly remunerations specified above, the employer shall pay the employee, the following allowances, costs and expenses;

a) Per-diem every day involving overnight halt and while being away from the duty station on the official work as per approved norms of the Mission
b) T/A as per the rule of the Mission will be paid as and when the employee is on tour.
c) No other perks & allowances admissible like Gratuity, LTC and Leave encashment etc.

09 Other conditions of contract

a) The employee shall be responsible for arranging his/her own residential accommodation, medical expenses and insurance.
b) The employee shall not be entitled/entertained to claim absorption in any Government Establishment.
c) The employee shall be entitled to leave as per approved rules/norms with prior approval of the Mission Director or his authorised Officer
d) The Employee shall be liable for taxes as per the I.T. Act.
e) All reports, notes, drawings, specifications, statistics, plans and other documents and date complied or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
f) Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.
g) The employer may terminate the employee with prior notice of one month and the employee may resign with prior notice of one month.

10 Application Requirement

Interested Indian nationals below 44 years (for in service employee) as on 01-01-2018 may apply for the post.

Interested applicant may submit their application addressed to the **The Mission Director, Swachh Bharat Mission-Gramin, C/O Chief Engineer(PHE), Sanitation, Assam, Hengrabari, Guwahati-781036,** indicating clearly the post applied for along with the following documents;

a) Copies of Academic transcript.
b) Copies of Training Certificates (Computer / Tally as the case may be).
c) Copies of work experience certificates.
d) Copies of Medical Fitness Certificate.
e) Contact details (Phone and email id).

The Mission shall not be responsible for not receiving the emails or phone calls in the email id or phone no given in the application.

11 Selection Criteria:

Applicants not producing any of the documents specified in Clause 10 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.

a) The list of shortlisted candidates shall be uploaded in the website: **phesanitation.assam.gov.in**
b) Short listed candidates will be tested on their domain knowledge by oral/written exams and may be required to make presentations.

12 Application submission deadline:

Interested applicant shall submit application strictly as per enclosed format (Annexure-1) along with all above mentioned documents to the office of the **Mission Director, Swachh Bharat Mission-Gramin, C/O Chief Engineer (PHE), Sanitation, Assam, Hengrabari, Guwahati-781036,** including clearly the post applied for; latest by 5.00 P.M. by 12th **June, 2018.**

13 Ownership

Mission Directorate, SBM-G , Assam, will have ownership of the data/reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of Mission Directorate, SBM-G, Assam

14 Arbitration

In the event of any dispute between the Accounts Assistant cum Cashier and Mission Directorate, Govt of Assam shall be the arbitrator and legal jurisdiction shall be Gauhati High Court.

(Dr. Siddharth Singh, IAS)
Mission Director, SBM (G), Assam&
Secretary, PHE Department

No. RGRWSM/156/part I/2017-18/ **Dated :**

Copy to:

4. The Additional Chief Secretary, PHE etc Department, Dispur, Guwahati-781006
5. The Secretary , PHE Department, Dispur, Guwahati-781006
6. The Staff Officer to Chief Secretary, Assam, Guwahati-781006

(Dr Siddharth Singh, IAS)
Mission Director, SBM (G), Assam&
Secretary, PHE Department

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Email id : sbmg.assam@gmail.com
Advertisement No. 1/2018-19

Hiring of **Accounts Assistant** (Post Code-03)in the Mission Directorate , Swachh Bharat Mission-Gramin, Assam

01 Background

The State Water and Sanitation Mission (SWSM) is a society of Public Health Engineering Department, Govt of Assam, registered under Society Registration Act 1860. The **Mission Directorate, Swachh Bharat Mission-Gramin(SBM-G), Assam** was created under State Water and Sanitation Mission(SWSM), Assam. The Directorate is implementing the Swachh Bharat Mission-Gramin(SBM-G), a flagship programme of Govt of India in Sanitation Sector. Under SBM-G, it has been envisioned to achieve Open Defecation Free Assam within 2nd October 2019.

The Mission Directorate intends to engage one Specialist to support the mission in managing the accounts related matter(s) as per provisions of SBM-G guidelines, Govt Orders/Circulars/Rules etc.

02 No of positions : 01 (one)

03 Eligibility Criteria

A. Age

The applicant must be below 44 years as on 01-01-2018

B. Qualification and Experience

i) Full time regular B.Com from recognized University/Institute with more than 55% or equivalent mark/grade having minimum 3 (Three) years of post qualification experience in accounting.

ii) Skills

- Strong understanding of Government Accounting, Budgeting & Audit systems.
- Familiarity with financial norms & reporting of Government schemes/missions etc.
- Timely handling of issues pertaining to financial matter.
- Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.
- Strong communication skills in English, Hindi and Local Language.
- Must be computer savvy with sound working knowledge of MS-Office/Tally/Internet etc.

04. **Statement of objectives and deliverables**

The Account Assistant will deliver the following

- Preparation of Bank Reconciliation Statement regular basis.
- Receipt & Payment Account.
- Verification of district release proposals.
- Regular payment activities.
- Payment of Swachhagrahi's, remuneration of Technical Officers etc.
- Maintenance of records for UNICEF, World Bank & other Ageny funded programes.
- Any other assigned activities.

05. **Place of Work :**

The **Accounts Assistant** has to work at the premises of Mission Director's office and make field visits to the districts as required.

06 **Duration of assignment :**

a) The candidate selected for the assignment is expected to commence work within fifteen days after the announcement of result
b) The staff for this assignment will be selected based on contract / co-terminus with the support of Govt of Assam/Govt of India. However, the continuation will be subject to review.
c) The assignment will initially for 11 months from the date of joining.

07. **Terms of Payment**

Consolidated remuneration of Rs.25, 000/- to Rs 30,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

08. **Allowances, costs & expenses :**

In addition to monthly remunerations specified above, the employer shall pay the employee, the following allowances, costs and expenses;

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09. **Other conditions of contract**

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e) All reports, notes, drawings, specifications, statistics, plans and other documents and date complied or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
f) Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.
g) The employer may terminate the employee with prior notice of one month and the employee may resign with prior notice of one month.

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14. **Arbitration**

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(Dr. Siddharth Singh, IAS)
Mission Director, SBM (G), Assam&
Secretary, PHE Department

No. RGRWSM/156/part I/2017-18/ **Dated :**

Copy to:

1. The Additional Chief Secretary, PHE etc Department, Dispur, Guwahati-781006
2. The Secretary , PHE Department, Dispur, Guwahati-781006
3. The Staff Officer to Chief Secretary, Assam, Guwahati-781006

(Dr Siddharth Singh, IAS)
Mission Director, SBM (G), Assam&
Secretary, PHE Department

ANNEXURE - I

Application Form

Please read instructions carefully before filling the application

PASTE(Do not Pin or Staple here).Paste recent passport size color photograph of size 3.5cm x 3.5cm.The color photograph should not be more than 3 months old.

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN OWN HANDWRITING.
(Except signature in CAPITAL LETTER)

(ALL APPLICATIONS MUST BE SUBMITTED IN A4 SIZE 80 GSM PAPER)

NAME OF POST APPLIED FOR:

POST CODE:

1. NAME OF CANDIDATE:

2. FATHER'S NAME:

3. MOTHER'S NAME:

4. GENDER: **MALE** **FEMALE**

5. DATE OF BIRTH (DD/MM/YYYY):

6. AGE (as on 01-01-2018): **Year** **Months** **Days**

7. PERMANENT ADDRESS:

P.O:

P.S:

DIST.:

STATE:

PINCODE:

8. CORRESPONDANCE ADDRESS:

P.O:

P.S:

DIST.:

STATE:

PINCODE:

9. MOBILE NUMBER:

10. EMAIL ID:

11. EDUCATIONAL QUALIFICATIONS:

QUALIFICATION	INSTITUTE/ UNIVERSITY/ BOARD	SUBJECTS/ SPECIALIZATION	YEAR OF PASSING	GRADE/ PERCENTAGE
HSLC/10TH				
HS(10+2)				
GRADUATION				
POST GRADUATION				
ANY OTHERS				

12. PROFESSIONAL EXPERIENCE:

Employment details (Post Qualification only)

Sl	DESIGNATION	ORGANIZATION	FROM (MM/YYYY)	TO (MM/YYYY)	TOTAL (MONTHS)	NATURE OF DUTIES

13. TRAINING AND OTHER COURSES ATTENDED:

SL	NAME OF THE TRAINING/OTHER COURSES ATTENDED	NAME OF THE INSTITUTE	DURATION		
			FROM	TO	TOTAL

14. WRITE A BRIEF NOTE DESCRIBING AS WHY WOULD YOU LIKE TO BE ASSOCIATED WITH US:

15. LANGUAGES KNOWN (PLEASE TICK √):

SL	LANGUAGE	READ	WRITE	SPEAK

16. Declaration:

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified from the post applied for and I shall be liable for any penal action as deem fit.

Date: **Signature of Candidate**

Place: