

Requirement of State Project Administrator (SPA) & Nodal Officer/Consultant (Finance) in State Project Implementation Unit (SPIU), Bihar for World Bank assisted Project-Technical Education Quality Improvement Programme (TEQIP) -of Ministry of Human Resource Development (MHRD) on contractual/deputation basis.

EdCIL India Limited invites eligible candidates for walk-in interview for following posts under TEQIP-III for State Project Implementation Unit (SPIU), BIHAR on **28th September 2019 (Saturday)** at **National Project Implementation Unit (NPIU), 3rd Floor, 301-302, Copia Corporate Suites, Jasola Vihar, New Delhi** at **9:30 AM onwards.**

S.N.	Name of Post	Number of Post	Posting
1	State Project Administrator (SPA)	01	SPIU Bihar, Patna
2	Nodal Officer/Consultant (Finance)	01	

Indian Citizens fulfilling eligibility criteria are invited to appear for the interview along with bio-data and all relevant documents (photocopy of a set of documents should also be presented along with original documents). **The eligible candidate can also submit his/her Application form along with BIO DATA and supporting documents by mail at ekant.teqip@gmail.com, in advance. The subject of E-mail should be "APPLICATION FOR THE POST SPA or NODAL OFFICER/CONSULTANT (FINANCE) for SPIU Bihar". For any clarification please contact Shri Ekant Kumar (Mob- 08851464608).**

Terms of Reference (ToR) for the posts of State Project Administrator (SPA) for SPIU Offices in Focus States – TEQIP III

Sr. No.	Post	ToR for the post
1	State Project Administrator	<p><u>Essentials Qualification</u>- Member of All India Services/State Civil Services with not less than 10 years of service. Preference will be given to those who have worked with Department of Education.</p> <p style="text-align: center;">OR</p> <p><i>Director/ Principal/ Professor/ Registrar</i> of National/ State University/ Institutions with minimum of 10 year of service of which at least 02 years in the prescribed cadre</p> <p>Desirable- Good academic background and high quality experience in one or more aspects of Technical Education such as teaching, training, planning, implementation, co-ordination and management etc including administrative experience.</p> <p>Age criteria Should not exceed 65 years as on last date of the advertisement</p> <p>Mode of engagement –</p> <p>A. <u>On deputation</u>, would receive pay in parent organization</p> <p style="text-align: center;">OR</p> <p>In the proposed scale Rs.43200-3%-66000 (IDA) plus DA and other allowances as admissible</p> <p>Criteria under Deputation :</p> <p>(a) Officers should be under the Central/State Govt./Union Territories/ Universities/ Recognised Research Institutes/ PSU's/ Autonomous Body/Semi Govt. or Statutory Organisations.</p> <p>(b) Holding analogous posts on regular basis in the parent cadre/Department OR at least served 02 years in Rs. 36600-62000 (IDA Scale) or equivalent</p> <p>B. <u>On Contract</u>: On contract appointment basis, the consolidated fee/ remuneration shall be between Rs. 18,30,467/- to Rs. 27,96,529/- p.a.</p>

S.No	Post Name	Duties & Responsibility
1.	State Project Administrator	<ul style="list-style-type: none"> i) Will assist, co-ordinate & work with SSC & State Technical Department seeking guidance as necessary and providing regular updates to the concerned Authorities for effective Implementation of the Project. ii) He/She is the head of the team comprising Nodal Officers/Consultants engaged for implementation of Projects. His/Her duties and responsibilities to ensure the implementation of Project as per its design given in PIP. iii) To organize State Level Meetings State Selection Committee or else. iv) Review funding requirements from Institutions & ATUs & monitor fund utilisation v) Review eligibility proposals from Institutes & prepare reports on the same for consideration of the SSC. vi) Provide guidance and arrange technical assistance to institutions for carrying out realistic and meaningful training needs analysis to achieve their desired goals. vii) To facilitate Mentoring through Mentors in the State and Centrally Funded Institutions in TEQIP. viii) Performance Audit of Centrally Funded Institutions and State Institutions. To ensure mentoring of Institutions through mentors and subject experts. ix) To provide guidance to the States/UT Institutions and Centrally Funded Institutions on procurement issues x) To organize exhibitions/workshops/training conferences xi) To help in scrutinizing Bid Documents/Evaluation reports prepared by the Institutions. xii) To advise and guide Consultants on procurement issues xiii) To prepare Review Reports for JRM and Monthly Review of World Bank xiv) To arrange research student's/review reports, performance audit xv) All supervisory work of SPIU including budget, finance, administration post work xvi) Any other tasks assigned by NPIU/MHRD

Terms of Reference (ToR) for the posts of Nodal Officer/ Consultant (Finance)- for SPIU Offices in Focus States – TEQIP III

Nodal Officer/Consultant (Finance) Age criteria Should not exceed 50 years as on last date of the advertisement	Essentials - Full time Master's Degree in Commerce (Accounting/Finance/Auditing) or full time MBA Finance or CA or ICWA with experience to computerized accounting system along with a minimum of 06 years' experience in financial management in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Desirable - A minimum of two years of experience in handling the projects of World Bank/National/State level preferably in education sector as a finance expert. <u>Working experience in any of the software system related to Direct Fund Transfer Software System.</u> Mode of engagement – On contractual basis for a project period (subject to review of performance on annual basis). Consolidated fee/ pay range - From Rs.75200-140900/- per month
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Duties & Responsibility of SPIU Official

Post Name	Duties & Responsibility
Nodal Officer/Consultant (Finance)	i. Provide guidance on financial, accounting and reporting aspects to the project institutions at the State level & assist on the same. ii. Ensure full knowledge and systematic application of the Project Financial procedures and requirements for financial Management as well as well versed with fund flow & direct fund transfer system software knowledge. iii. Prepare budget for project at State level and arrange timely flow of funds to institutions, iv. Monthly Statement of Expenditure, prepare and submit Budget Estimates for the projects, Collection and compilation of UCs and audited statements of the respective Institutions. v. Technical guidance, accounting control, development of Budgets, analysis and compilation, Preparing and reporting of Financial Accounting, audit Control and Financial Review, Reconciliation of accounts, monitoring of Funds, Release & Compilation of Statement of Expenditure vi. Accept Quarterly Financial Monitoring Reports (FMRs) from the participating institutions and guide/monitor and provide support for adherence to the fiduciary guidelines, financial management issues, vii. Consolidate FMRs for the project and submission to the NPIU, so as to facilitate disbursement of funds within the required timeframe, viii. Hire Internal and External Auditors, ix. Monitor quality of audit arrangements in all agencies in the State which will be funded under the project. Regularly monitor compliance of audit observations by institutions, x. Provide support to Financial Management/accounting staff of institutions for resolving various issues related with accounting/Financial Management aspects, reporting system etc. Facilitate implementation of the project and providing advisory services and support for financial management and other allied issues, xi. Impart comprehensive and specialisation training to project staff at various levels on Financial Management and manage these training programmes through preparation of training plan, including schedule of trainings/workshops/ seminars/orientation, and monitor implementation of the plan in close co-ordination with the NPIU, and xii. Other project aspects related to financial management, Follow up for compliance of legal covenants at SPFU level, Audit TEQIP accounts of State Institutions and physical verification of Assets, assist in reconciliation of TEQIP accounts and reporting information, follow up of Audit observations and required compliance, Create SPFU and State Institution-wise data base on various aspects of Financial Management

General Terms and Conditions

1. The candidates are advised to have a valid Email ID and Mobile Number on which all the communication shall be forwarded to them.
2. Only Indian Nationals are eligible to apply for the above positions.
3. The eligible candidates have to bring their application in the attached format along with their educational qualification, experience certificates, NoC from present employer, last pay slip, along with the CV at the time of walk in interview.
4. The candidate may also submit their applications in advance at ekant.teqip@gmail.com **along with bio data and other relevant documents** in order to support their claims for the post he/she has applied for. The subject of the email should be "**Application for the post of SPA OR Nodal Officer/Consultant (Finance) for SPIU Bihar**". Such Candidates needs to submit their application along with all relevant documents in a single pdf file only.
- 5. Candidates Need NOT sent their hard copy of the documents to NPIU/EdCIL office.**
6. Walk in interview of only the Eligible candidates will be held.
- 7. No TA/DA shall be paid for attending the walk in interview.**
8. At the time of walk-in-interview candidate's needs to come with all original documents, NOC (if applicable) and one set of photocopies of all documents for verification. **Candidates should reach NPIU office by 9:30 AM on 28th September 2019. Candidates reaching after 10 AM shall not be allowed to attend the interview.**
9. The engagement does not confer any claim on the candidate to seek any other temporary/absorb/permanent employment with EDCIL MHRD.
10. The engagement shall be for project period subject to review of performance on annual basis.
11. EDCIL based on client MHRD's feedback reserves right to discontinue the contractual engagement with one month's prior notice.
12. The advertisement can be withdrawn at any time by the issuing authority without any prior notice and no claims would be accepted for the same.
13. No fee has to be paid while applying for the post against this advertisement.
14. Appointment Letter would be issued by **EdCIL India Ltd.** For details about TEQIP-III, please visit- www.teqip.in
15. The place of work will be State Project Implementation Unit (SPIU), Bihar office at Patna.

STATE PROJECT IMPLEMENTATION UNIT (SPIU), Bihar

APPLICATION FORM

(Use separate form for different application)

Insert recent
Passport size
Photograph

Advertisement Details:

Applied for

Personal Details:

First Name

Middle Name

Last Name

Date of Birth

Age (as on 28th Sept 2019)

Year

Month

Day

Birth Place

Gender

Religion

Blood Group

Marital Status

Nationality

Father's name

Mothers Name

Last Employed in

Details of Organization:

Name of the Current/Last Organization

Last Salary Drawn

Have you worked in any World bank Projects

Contact Details :

Email

Alternate Email

Mobile Number

Alternate Mobile Number

Correspondence Address

Permanent
Address

Identification Information :

Aadhaar Number

PAN Number

Extra Details :

Are you physically disabled?

	Yes		No

Are you physically fit?

Whether disqualified or disbarred from the service?

Do you any relative working in EdCIL or MHRD?

Qualifications: (Highest Qualification First)

Degree	Specialization	School, College, Institutions	Type of Board/ University	Joining Year	Passing Year	% / CGPA	Grade/ Division

(Attach separate sheet if required)

Work Experience: (Latest first)

Designation	Organization	Type of Employment (Permanent/Temporary)	Month & Year of Joining	Month & Year of leaving	Pay & Grade/ Salary	Nature of work

(Attach separate sheet if required)

Reference:

Name	Designation	Organization	Email	Contact Number	Relationship

Additional Information:

- a) If offered a position, when is the earliest, you could be available to join the SPIU, Odisha?

- b) Honours/Awards/Other Information

Declaration:

I, hereby declare that the information is furnished in connection with this application is correct and true to the best of my knowledge & belief and nothing has been concealed therein.

Place:

Date:

Signature