

**STATE PROJECT IMPLEMENTATION UNIT (SPIU) - J&K**  
Govt. College of Engineering & Technology, Chak Bhalwal, Jammu, 181122  
(A Unit of NPIU, Ministry of Human Resource Development, Government of India for  
Implementation of World Bank Assisted Projects in Technical Education).

**REQUIRES NODAL OFFICER/CONSULTANT (FINANCE)**

**FOR THE SPIU, JAMMU & KASHMIR ON DEPUTATION/CONTRACT**

Applications are invited from Indian Citizens for the post of Nodal Officer/Consultant (Finance) for State Project Implementation Unit (SPIU), Jammu & Kashmir, under Technical Education Quality Improvement Program (TEQIP-III), MHRD on contract/deputation basis.

**Terms of Reference (ToR) for the post of Nodal Officer/ Consultant**  
**(Finance)**

**Essentials-** Full time Master's Degree in Commerce (Accounting/Finance/Auditing) or full time MBA Finance/ CA/ 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. Working experience in any of the software system related to Direct Fund Transfer Software System.

**Age criteria -** Should not exceed 50 years as on last date of the advertisement

**Mode of engagement** – On contract/deputation basis for a project period (subject to review of performance on annual basis).

**Consolidated fee/ pay range-** From Rs.75,200-1,40,900/- per month

**Place of Work:** State Project Implementation Unit (SPIU), J&K at Govt. College of Engineering & Technology, Chak Bhalwal, Jammu, 181122

Eligible interested candidates may mail their duly signed application along with their BIODATA and all relevant educational and experience certificates duly self attested to jkspiu@gmail.com latest by 10 July, 2018. The subject of e-mail should be "APPLICATION FOR THE POST OF NODAL OFFICER/CONSULTANT (FINANCE)-SPIU, J&K". The Hard Copy of the application along with self attested requisite documents must reach the State Project Implementation Unit (SPIU), J&K at Government College of Engineering & Technology, Chak Bhalwal, Jammu, 181122 on or before 10 July, 2018 by Post. The envelope containing complete application should be super-scribed as "APPLICATION FOR THE POST OF NODAL OFFICER/CONSULTANT (FINANCE)- SPIU, J&K".

Application of the candidate in service will be considered only if it is received through proper channel. However, such candidates may send advance copy of their application directly within prescribed time. Incomplete applications and applications received after the last date will be summarily rejected.

SPIU, J&K

Post Name	Duties & Responsibility
<b>Nodal Officer/ Consultant (Finance)</b>	<ul style="list-style-type: none"> <li>i. Provide guidance on financial, accounting and reporting aspects to the project institutions at the State level &amp; assist on the same.</li> <li>ii. Ensure full knowledge and systematic application of the Project Financial procedures and requirements for financial Management as well as versed with fund flow &amp; direct fund transfer system software knowledge.</li> <li>iii. Prepare budget for project at State level and arrange timely flow of funds to institutions,</li> <li>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.</li> <li>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 &amp; Compilation of Statement of Expenditure</li> <li>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,</li> <li>vii. Consolidate FMRs for the project and submission to the NPIU, so as to facilitate disbursement of funds within the required timeframe,</li> <li>viii. Hire Internal and External Auditors,</li> <li>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,</li> </ul>

	<p>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,</p> <p>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</p> <p>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</p>
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## **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 position.
3. The candidates have to submit the scanned copies of their education qualification/experience certificates/ Appointment letter of present posts along with the CV at **jkspiu@gmail.com** in order to support their claims for the post he/she has applied for.
4. While mentioning academic qualification (starting from High School), please include percentage and name of institution. Include tenure, pay scale and nature of job in experience details.
5. Eligible Candidates could be called for an interaction/interview to confirm eligibility. Recommendation of eligible candidates would be send to EdCIL for further selection process. No TA/DA shall be paid for attending the interview.
6. At the time of interview Candidates need to come with all original documents, NOC (if applicable) and one set of photocopies of all documents for verification.
7. All deputation rules would apply to candidates selected on deputation basis.
8. It is to be clearly noted that the above appointment is deputation/on purely contractual basis. The engagement does not confer any claim on the candidate to seek any other temporary/absorb/permanent employment with EDCIL MHRD.
9. The engagement shall be for project period subject to review of performance on annual basis.
10. EdCIL based on client MHRD's feedback reserves right to discontinue the contractual engagement with one month's prior notice.
11. 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.
12. No fee has to be paid while applying for the post against this advertisement.

Appointment Letter would be issued by **EdCIL India Ltd.** For details about TEQIP-III, please visit- [www.npiu.nic.in](http://www.npiu.nic.in)

SPIU, J&K

**STATE PROJECT IMPLEMENTATION UNIT (SPIU) J&K**

**GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,  
CHAK BHALWAL, JAMMU - 181122**

**ADVERTISEMENT FOR THE POST OF NODAL OFFICER/CONSULTANT  
(FINANCE)**

ADVERTISEMENT NO.: SPIU-JK/04/2018

DATED:19.06.2018

Applications are invited only from Indian Citizens for the post of Nodal Officer/Consultant (Finance) for the State Project Implementation Unit (SPIU), J&K, under Technical Education Quality Improvement Programme (TEQIP-III), MHRD on contract/deputation basis.

The essential qualifications, experience etc., required for applying for this post and detailed terms and conditions are available on the website [www.gcetjammu.org.in](http://www.gcetjammu.org.in) & [www.npiu.nic.in](http://www.npiu.nic.in).

Applicants are required to send the biodata along with supporting documents and Application Form by e-mail at [jkspiu@gmail.com](mailto:jkspiu@gmail.com) and also hard copy to State Project Implementation Unit (SPIU), Government College Of Engineering And Technology, Chak Bhalwal, Jammu – 181122 latest by July 10, 2018. Incomplete application and application received after the due date will not be entertained.

**SPIU, J&K**

**STATE PROJECT IMPLEMENTATION UNIT (SPIU), Jammu&Kashmir**  
**Technical Education Quality Improvement Programme (TEQIP)-III**

**APPLICATION FORM**

(Separate Application for each Post)

Insert  
Passport size  
photograph

**Advertisement Details:**

Advertisement no .....

Applied for .....

**Personal Details:**

First Name .....

Middle Name .....

Last Name .....

Date of Birth .....

Age ( as on 31<sup>st</sup> May 2018)

Year .....

Month .....

Day .....

Birth Place: .....

Gender: .....

Religion: .....

Blood Group: .....

Marital Status .....

Nationality: .....

Father's name: .....

Mother's name: .....



**Details of Organization:**

Name of 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: .....

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**Identification Information:**

Aadhar Number: .....

PAN Number: .....

**Extra Details:**

Are you physically disabled? .....Yes .....No

Are you physically fit? ..... Yes.....No

Whether disqualified or disbarred from the service? .....Yes.....No

Do you any relative working in EdCIL or MHRD? .....Yes.....No

**Qualifications:**

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

(Attach separate sheet if required)

**Work Experience:**

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 (any two):**

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, Jammu & Kashmir?

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- b) Honours/Awards/ Other Information

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**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:

Signature:

Date: