

TEZPUR UNIVERSITY, NAPAAM - 784 028, ASSAM

Notification dated 20 October 2020

**Recruitment of 01 (One) State Project Specialist (Financial Management)
to be engaged under Jal Jeevan Mission (JJM), Assam.**

1.0 Background

Ministry of Jal Shakti was formed in June 2019 with two Departments: Department of Water Resources, River Development and Ganga Rejuvenation and Department of Drinking Water and Sanitation (DDWS). Jal Jeevan Mission JJM has been launched by Ministry of Jal Shakti, Government of India. JJM the flagship scheme of the Government seeks not only to provide functional household tap connections for all but also to promote the holistic management of local water resources. Under JJM Water conservation, reuse measures are made mandatory to the scheme design. As per DDWS as on 31st March 2019, only 18.33 percent of rural households in the country, have piped Water Supply (PWS). It has been planned to provide around 14.60 crore rural households with functional household tap connection (FHTC) through Jal Jeevan Mission (JJM) by 2024. In Assam, 34 percent of habitations are fully covered with piped water supply and around 2.3 percent of total households have individual household pipe water supply connection. The goal is that every home gets drinking water in adequate quantity i.e. 55 liters per capita per day (lpcd) on a regular and long-term basis.

Various schemes and sub-missions under erstwhile NRDWP viz. Rural Water Supply and sanitation Project for low income states (RWSSP-LIS), National Water Quality Sub-Mission (NWQSM), Japanese Encephalitis-Acute Encephalitis Syndrome (JE-AES), Swajal, Water Quality Monitoring and Surveillance (WQM&S) and all support activities under NRDWP has been subsumed into JJM. The JJM emphasizes on community participation and making it as a movement - a Jan Aandolan. As per JJM guideline at grassroots level local communities especially women are to be encouraged to participate and take ownership of water resource management, water supply and grey water management and its reuse. The Implementation Support Agencies (ISA)

like NGO, SHGs, CBOs, Voluntary Organizations , Trusts, Foundations will play critical role as partner of Government in mobilizing and engaging the communities to plan, design, implement, manage, operate and maintain in village water supply infrastructure.

To achieve the objective of providing improved and sustainable drinking water services in rural communities through JJM , it is important to focus on water distribution networks, water quality management, sources sustainability, sustainable service delivery (including operation and maintenance), building professional capacity and strengthening decentralized governance.

2.0 Objectives of the position:

The objective of this position is to support the SMMU, Mission Directorate JJM by providing financial advisory support regarding implementation of the goals of the Mission in Assam.

3.0 Reporting

The State Project Specialist- (Financial Management) will report to the Mission Director and the additional Mission Director, SMMU, Jal Jeevan Mission, Assam.

4.0 Scope of work

The State project Specialist (Financial Management) shall:

- a. Prepare realistic budgets based on work plans, consolidated annual budget for the Mission and coordinate for timely submission
- b. Assist in preparation of annual action plan for the Mission
- c. Implement PFMS for the project
- d. Ensure timely payment to the beneficiaries through PFMS
- e. Implement a financial management system for the Mission in line with the guidelines of the Mission

- f. Prepare quarterly and monthly expenditure plan in line with the Annual Action Plan
- g. Provide support to procurement cell in estimating budget for goods and services procurement and timely processing of all bills and invoice at SMMU
- h. Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of SMMU/DMMU and analyze such variances; keep the head of the SMMU/DMMU informed of such variances.
- i. Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- j. Support in developing capacity building activities relevant to financial management and audits.
- k. Maintain accounts of SMMU and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, bring it to the notice of the head of the SMMU. Ensure monthly consolidation of the accounts.
- l. Prepare the quarterly consolidated interim unaudited financial reports of the Mission as per the Mission agreements.
- m. Assist in proper planning and execution of external and internal audits of the Mission. Ensure that significant audit observations, if any, are addressed in a timely manner.
- n. Ensure that any major internal control lapses, if any, pointed out by the internal auditors are addressed in a timely manner.
- o. Timely escalation of issues pertaining to financial management.
- p. Timely submission of all relevant Mission progress reports, budget and utilization certificates.

5.0 Eligibility Criteria

- i) **Education:**
 - a) MBA (Finance) or 2 years PGDBM/PGDBA (Finance), OR
 - b) Chartered Accountant/Cost Accountant/M.COM (Accountancy) with 1-year Diploma in Finance/Public Finance Management from a recognized university/Institution.

- ii) **Experience:** minimum 7 years' experience in relevant field. Knowledge and experience of working in PFMS is essential.
- iii) **Computer skills:** Diploma/Certificate of computer Application with minimum 6 months duration.
- iv) **Age:** Minimum 21 years and maximum 45 years as on 01-10-2020.

6.0 Duty Station :

The selected State Project Specialist (Financial Management) will be stationed at the SMMU under the Mission Directorate JJM, Assam in Guwahati.

7.0 Time Frame

Initially for 11 months which will be renewed based on performance and requirement of the project.

8.0 Remuneration

The Proposed remuneration will be **Rs. 1,00,000 (One Lakh only) per Month** (Inclusive of all incentives and perks).

9.0 Selection Mode

Since it is a state level specialist post selection may be done through a personal interview by a panel of experts through an online platform.

10.0 Terms of Contract

- a. He/she will remain in service of the contractual post as state Project Specialist - Financial Management for a period of 11 months from the date of joining subject to the terms and conditions contained herewith.
- b. He/she has to join within 15 days from the date of issue of the offer letter failing which the offer will stand cancelled automatically.
- c. He/she will perform duties as per the job specified by the Appointing authority/Controlling officer (Ref.4.0). He/she will remain duty bound and maintain official norms.
- d. His/her service (s) will stand automatically terminated at the expiry of the contract period, without any necessity on the part of the office to serve any notice-pay to the contractual employee and without any

liability on the part of the office to pay any retrenchment or other compensation or any other amounts to him/her.

- e. Any such action either directly or indirectly on the part of contractual employee for the change of posting will be treated as disqualification for the post and the Appointing authority/Controlling officer will have the right to terminate his/her engagement without any notice for such action.
- f. He/she will be entitled to a leave on a pro-rata basis of 1.5 days per month. Period of leave to be taken should be agreed with the controlling officer. Leave not availed during the month shall lapse after the month is over. Any unauthorized absence may affect deduction in their compensation package at a suitable rate.
- g. Sick leave : In case of illness, he / she is obliged to inform the Mission Director, JJM, Assam immediately. If the illness lasts for more than 3 days, a medical certificate must be produced. No more than six sickness days will be recognized during a calendar year, further days would be considered to be part of the annual leave from the 1st day onwards if entitlement exists, or as unpaid leave if no such entitlement exists.
- h. Travel and subsistence : where for the purposes of the programme the party may be required to travel outside H.Q, all related travel and subsistence costs will be repaid to her on actual cost basis on presentation of official bills and receipts, subject to the travel rules of the organizations. It is explicitly made clear that the appointment is purely on a contractual basis and he/she would not be entitled to any claim, interest or further benefits in terms of regularization or consideration of further appointment/ engagement to the said post or any other post in the department.
- i. It is further explicitly made clear that notwithstanding anything contained herein above , his/ her contractual services may be terminated at any time by the Appointing authority without any notice, if he/she is found to be guilty of any insubordination, intemperance or other misconduct or of any breach.
- j. The selected candidate must stay at the location of the HQ i.e. Guwahati

11.0 Application Requirement:

- a) An application with all details needs to be filled online in by clicking <https://forms.gle/npMEcHwsMjZoCzd47>
- b) Copies of Academic transcript (HSLC onwards) must be uploaded
- c) Work experience details need to be uploaded

12.0 Selection Criteria:

Applicants not producing any of the documents specified in Clause 11.0 above (Application Requirement) shall not be eligible for shortlisting. They should produce original documents as and when required.

13.0 Application submission deadline:

Interested applicants should submit the online application along with all above mentioned documents as attachment latest by **06 November 2020**. For any further details, mails may be sent to jaljeevantu@gmail.com

CANDIDATES WILL BE COMMUNICATED THROUGH E MAIL ONLY.

sd/- Registrar
Tezpur University