

STATE PROJECT IMPLEMENTATION UNIT - NORTH EAST

(A Unit of MHRD, Govt. of India for Implementation of World Bank Assisted Projects in Technical Education)

Advertisement No.: SPIU-NE/Rectt/2018/02

Dated 18th September 2018

Requirement of Consultants/ Nodal Officers in State Project Implementation Unit – North East (SPIU-NE) for World Bank assisted project - Technical Education Quality Improvement Programme – Phase III (TEQIP-III) of Ministry of Human Resource Development (MHRD) on contractual basis for North Eastern States

Applications are invited from Indian Citizens for the posts of Nodal Officer/Consultant (Academic and Finance) for State Project Implementation Unit – North East (SPIU-NE) comprising of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura (*SPIU-NE office at Guwahati*), under Technical Education Quality Improvement Program (TEQIP-III) of MHRD on contract basis.

Name of the posts: Nodal Officer/Consultant

Number of post: 02 (two)

Pay Range: ₹ 75,200 - ₹ 1,40,900/- per month

Age Criteria: Should not exceed 50 years as on the last date of advertisement

Mode of engagement: On contractual basis for the project period (*subject to review of performance on annual basis*)

Sl No.	Designation	Discipline	No. of Posts
1	Nodal Officer/Consultant	Academics	1
2	Nodal Officer/Consultant	Finance	1
Total No. of Posts			2

Details of Eligibility for the different posts:

1. Nodal Officer/Consultant (Academics)

Essential Qualifications: Ph.D. in Engineering /Technology with minimum 05 years experience in Teaching/Research/Training/Planning in Central/State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking

OR

Master's Degree in Engineering/Technology with minimum 08 years experience in Teaching/Research/Training/Planning in Central/State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking

Desirable: Minimum 5 years experience in execution of externally aided projects of National/State importance, preferably in education sector as an academic expert.

Duties and Responsibilities:

- Consultant shall work in close association with SPA and will coordinate the work of the institutions under the purview of SPIU-NE.

- To organise training workshops and review the funding requirements & monitor the fund utilisation of the institutes as well as of ATUs.
- Shall review the eligibility proposal received from the institutes and submit a report on the same.
- Identifying the key areas and conducting training/workshops on the same.
- To do a need analysis on effective implementation of the project keeping in mind the vision of the project.
- Organise pedagogical trainings
- Monitor the progress in faculty and staff development for all institutions.
- All Supervisory work of Consultants particularly of academic division.
- Accompanying the World Bank/NPIU officials in various appraisal missions of the project.
- Supervising the work of drafting of various appraisal reports
- Planning and consolidation of staff development programme as designed in PIP.
- Liaison with relevant industries for developing academic linkages
- Analyzing performance audit reports and providing proper feedback to the institutions for improvement/innovations etc. Prepare national level performance audit report and present the outcome during state review meetings.
- Ensuring implementation of reforms as given in PIP.
- Monitoring compliance of MOU conditions.
- Assessing periodical progress on implementation of Project components.
- Any other tasks assigned by SPIU-NE/NPIU.

2. Nodal Officer/Consultant (Finance)

Essential Qualifications: Master's Degree in Commerce(Accounting/Finance/Auditing) or Full time MBA or CA or ICWA with specialization in Accountancy/Auditing/Financial Management with minimum 06 years of experience in computerized accounting system in financial management in Central/State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.

Desirable: Minimum 02 years of experience in handling externally aided projects, like the World Bank, in National/State level preferably in education sector as a financial expert and working experience in any software related to Direct Fund Transfer Software System.

Duties and Responsibilities:

- Providing guidance and assistance on financial, accounting and reporting aspects to the project institutions under SPIU-NE.
- Ensure full knowledge and systematic application of the Project Financial procedures and requirements for financial Management as well as well-versed with fund flow and direct fund transfer system software.
- Prepare budget for project at State level and arrange timely flow of funds to the institutions,
- Monthly Statement of Expenditure, prepare and submit Budget Estimates for the projects, collection and compilation of UCs and audited statements of the respective institutions.
- Technical guidance on accounting control, preparation 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
- 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,

- Consolidate FMRs for the project and submission to the NPIU, so as to facilitate disbursement of funds within the required timeframe,
- Hire internal and external auditors,
- Monitor quality of audit arrangements in all agencies in the states which will be funded under the project. Regularly monitor compliance of audit observations by institutions,
- 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,
- Impart comprehensive and specialization 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
- Other project aspects related to financial management, follow-up for compliance of legal covenants at SPIU level, audit TEQIP accounts of institutions and physical verification of assets, assist in reconciliation of TEQIP accounts and reporting information, follow up of Audit observations and required compliance, create SPIU and institution-wise data based on various aspects of financial management

General Terms and Conditions

1. The candidates should provide a valid Email ID and Mobile Number on which all the communication shall be made.
2. Only Indian Nationals are eligible to apply for the above positions.
3. Applicants are required to send the scanned copies Application Form along with supporting documents by e-mail to **recruitmentspiune@gmail.com** with the subject as ‘**Application for the post of Nodal Officer/Consultant (Academics/Finance)**’.
4. Completed Applications (hard copy) should be sent by *Speed Post* to **State Project Implementation Unit-North East (SPIU-NE), Room No. 002, Ground Floor, Centre for Educational Technology, IIT Guwahati, Amingaon, Guwahati 781039.**
5. Academic qualifications should be in the chronological order starting with High School Leaving Certificate Examination along with percentage of marks, Name of Institution, Year of Passing. The experience certificate should include post, tenure, pay scale and nature of job.
6. Only the shortlisted candidates shall be called for an interaction/interview.
7. No TA/DA shall be paid for attending the interview.
8. 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.
9. It is to be clearly noted that the above appointment is purely contractual basis and the engagement does not confer any claim on the candidate to seek any other temporary/permanent employment in MHRD/NPIU/SPIU.
10. 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.
11. No fee has to be paid while applying for the post against this advertisement.
12. For details, the candidates may visit the website www.npiu.nic.in
13. The last date of application is **3rd October 2018**. Applications received after the last date will not be accepted.

STATE PROJECT IMPLEMENTATION UNIT-NORTH EAST (SPIU-NE)

APPLICATION FORM

Paste recent
passport size
photograph and
sign across.

Advertisement No. & Date: _____

Post Applied for: _____

1. PERSONAL DETAILS:

Full Name :

(in BLOCK letters)

Date of Birth :

D	D	M	M	Y	Y	Y	Y
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(in DDMMYYYY format)

Age : _____
(as on 30th September 2018)

Gender : Male Female Others

Category : SC ST OBC MOBC GEN

Differently Abled : YES NO

Nationality : _____

Father's Name : _____

Mother's Name : _____

2. CONTACT DETAILS:

Present Address : _____

:

:

Permanent Address : _____

:

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Mobile No. :

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E Mail ID : _____
(please write in BLOCK letters)

3. EDUCATIONAL QUALIFICATION:

Examination Passed	Specialization, if any	School / College / Institute	Board/University	Year of Passing	Percentage / CGPA	Grade / Division

(attach separate sheet if required)

4. EXPERIENCE SUMMARY:

Organization	Designation	Type of Employment (Permanent / Temporary / Contractual)	Month and Year of Joining	Month and Year of Leaving	Salary Scale / Grade of Pay	Nature of Work

(attach separate sheet if required)

5. ADDITIONAL INFORMATION:

- a) Have you worked in any World Bank Projects? : Yes No
- b) Have you ever been disqualified from service? : Yes No
- c) Do you have any relative working in EdCIL / MHRD / SPIU? : Yes No
- d) If offered a position, within how many days can you join SPIU-NE? : _____
- e) Additional information, if any, which you would like to mention in support of your suitability for the post. This may include:
- i) Additional academic qualifications :
 - ii) Professional training :
 - iii) Work experience (over and above the prescribed):
- (attach separate sheet if required)*

6. LIST OF ENCLOSURES

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|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |

I hereby declare that all the Statements made in this application are true and complete to the best of my knowledge and belief.

Date: _____

Place: _____

(Signature of the applicant)