

Terms of Reference (TOR) & Application Procedure

For the post of Accountant in PMU –Guwahati of AUIIP.

1. Brief about AUIIP

The Assam Urban Infrastructure Investment Program (AUIIP), the Program, funded by Asian Development Bank (ADB), is a key urban infrastructure initiative of the Government of Assam (GoA) in the cities of Guwahati and Dibrugarh, through the South East Guwahati Water Supply Scheme in Guwahati and DTP Drain & Solid Waste Management projects in Dibrugarh. AUIIP consist of Program Management Unit (PMU) which manages and implements its projects through two Project Implementation Units (PIUs) each in Guwahati & Dibrugarh.

2. No. of Positions : 01 (One)

Project Director, AUIIP intends to recruit and fill the vacant position of one Accountant in AUIIP.

3. Place of Posting: Project Management Unit (PMU) in Guwahati of AUIIP.

4. Age ,Qualification, Experience & Skills:

- i. **Age:** Applicant should not be more than 45 years as on 1stAug, 2018.
- ii. **Educational Qualification:** Full time B.Com from a recognized University with more than 55% or equivalent marks.
- iii. **Working Experience:** Minimum 3 years of experience in the field of accounting.
- iv. **Computer Skills:** Must have proficiency in the use Tally, MS Word, MS Excess & MS Power point.
- v. **Working Skills:**
 - Strong understanding of Government Accounting, Budgeting & Audit System.
 - Strong understanding related to Taxes.
 - Fluency in English, Hindi and Assamese is a must.
 - Candidates should have analytical and planning skills and be able to work independently and in team.

5. Major Responsibilities of the position:

- I. Handling all payment related issues.
- II. Handling tally.
- III. Assisting in budget preparation and financial control
- IV. Scrutinizing and verify accounts part relating to IPC and monthly invoices of consultants.
- V. Looking into submission of claims returns etc. to ADB/CAAA.
- VI. Have to carry out any duties & responsibilities entrusted upon by PMU /PD, AUIIP from time to time.

6. Conditions of Contract :

- I. **Duration of contract:** The tenure of Accountant (ACC) is intended for entire duration of the project and co-terminus with the project period of AUIIP. However, the duration of the contract of this post will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this post is subject to his performance appraisal. The decision of the Project Director is final and binding in this regard.
- II. **Remuneration and Payment terms:**
 - The employee will be entitled to a consolidated remuneration of Rs. 20,000/- per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
 - Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the HR policy.
 - The provision of leave would be as per the HR policy.
- III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.

7. Application Procedure:

- I. Interested candidates shall submit application in the prescribed Application Format at Annexure I.
- II. The application form should be submitted along with the following document:
 - Copies of Pass certificates (Xth , XIIth , Graduation, Post Graduation)
 - Copies of work experience certificate (including of the present job)
 - Copy of proof of D.O.B
 - Copy of latest salary certificate.
- III. All the above certificates/documents submitted should be self attested.

- IV. The envelope containing the application form should be addressed to The Project Director, AUIIP, clearly mentioning the post applied for.
- V. The applicants shall drop the application at the drop box placed at the Office of Project Director, AUIIP, 3rd Floor, Tripti Tower, Ganeshguri, near Hotel Ambarish, Guwahati – 781005.
- VI. The last date of submission of the application form is latest by 5:00 P.M on 21st August, 2018.
- VII. No query or follow up through email shall be entertained or replied to.

8. Rejection of application & Selection Criteria :

- I. Applicants not submitting application in the prescribed format at Annexure I shall be rejected.
- II. Applicants submitting incomplete Application Form shall be rejected
- III. Applicants not clearly mentioning the post applied for shall be rejected.
- IV. Applicants not producing any of the self attested documents specified in point no. 7 shall be rejected.
- V. Any application received after end date and time shall not be considered.
- VI. The list of shortlisted candidates shall be uploaded in the website <http://auiip.nic.in/> and an email of intimation confirming the date of interview shall be send to the shortlisted candidates.
- VII. Candidates should bring the original documents at the time of interview.
- VIII. Candidates having prior experience of working with externally/GOI aided/funded projects shall be preferred.
- IX. A minimum relaxation in age and years of working experiences shall be given to the Candidates with good working experiences & knowledge as per the position.
- X. Screening and eligibility shall be solely decided by the selection committee in the oral/written interview, constituted for the purpose.

(Note: Point no.5 includes certain major roles only; employee may have to indulge in various other activities related to AUIIP as per the designation.)