

GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)

2nd Floor, Pant Bhawan, Patna -800001

Vacancy Announcement

Bihar State Disaster Management Authority invites applications for appointment on the following posts on purely contractual basis. The contract will be for three years or till the Services of regular officers on deputation basis is obtained as the case may be. Educational qualifications, experience and expectations required for each of the post are given in the table below.

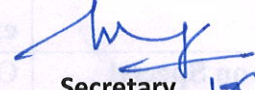
S. No	Name of Post	Education qualifications/Experience and expectations/Desirable	Emoluments
1	Officer on Special Duty (O.S.D) to Vice Chairperson. (One Post - Unreserved)	Officers who retired in the rank of Special/Addl/Joint Secretary the Govt. of Bihar. Experience in disaster management will be of additional value.	As per Govt. of Bihar norms
2	Financial Advisor (One Post- Unreserved)	Retired officers of Bihar Finance Service who retired in the rank not below Deputy Commissioner.	As per Govt. of Bihar norms/ Rs 60,000 Per Month
3	Accounts Officer (One Post - Unreserved)	Person having worked in the Accountant General Office with an experience of 7 years or CA/ ICWA with at least 7 years' experience	Rs. 45,000/- Per Month or As per Govt. of Bihar norms in case of retired officers

B. General Conditions:

- a. Candidates applying for more than one post should submit separate applications.
- b. Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- c. Incomplete application or applications received after the due date in any respect will not be considered.
- d. Only Indian Nationals need apply.
- e. Canvassing in any form will be a disqualification.
- f. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his/her candidature will be rejected or his/her employment will be terminated.
- g. The applications must be typed neatly and sent in prescribed form in A-4 size paper, if submitted in hard copy through postal address. Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- h. Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).
- i. In case of retired persons, pay-minus-pension will be paid as per Govt. of Bihar Norms.
- j. Maximum Age limit in case of retired persons will be 62 years.
- k. The selected persons will enter into an agreement in the prescribed format with the Authority.
- l. The applicant should be of good moral Character and there must not be any departmental enquiry or any criminal case pending against the applicant in any court of law.

NOTE:

1. **PROFORMA FOR THE APPLICATION can be downloaded from the website**
2. For details about the above posts & to download application format, please visit: **career column – www.bsdma.org**. If applying for more than one post, please use separate application form for each post. Interested candidates may send their CV in the prescribed format with a cover letter, addressing to the **Secretary, Bihar State Disaster Management Authority (BSDMA), Patna** by **Registered Post/ Speed Post Only** on the following address: Secretary, BSDMA, 2nd Floor, Pant Bhawan, Bailey Road, Patna, 800001. **Last date of application: 10 Nov, 2016 (Till 05.00 PM)**
3. For descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org


Secretary 10/10/2016
Bihar State Disaster Management Authority,

Retired officers of Bihar Finance Service who retired in the rank not below Deputy Commissioner.	Person having worked in the Accountant General Office with an experience of 7 years or CA/ICWA with at least 7 years' experience.	Financial Adviser (One Post - Unreserved)	Accounts Officer (One Post - Unreserved)
As per Govt of Bihar norms for 60,000 Per Month	As per Govt of Bihar norms in case of retired officers		

B. General Conditions

- a. Candidates applying for more than one post should submit separate applications.
- b. Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- c. Incomplete application or applications received after the date in respect will not be considered.
- d. Only Indian Nationals need apply.
- e. Unsuccessful candidates in any form will be a disqualification.
- f. It may be noted that if at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his/her candidature will be rejected or his/her employment will be terminated.
- g. The applications must be typed neatly and sent in prescribed form in A-4 size paper, if submitted in hard copy through postal address. Persons working in Government/Public Sector/Universities/Autonomous Organizations should submit their applications through proper channel.
- h. Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).
- i. In case of retired persons, pay-minus-pension will be paid as per Govt. of Bihar Norms.
- j. Maximum Age limit in case of retired persons will be 65 years.
- k. The selected persons will enter into an agreement in the prescribed format with the Authority.
- l. The applicant should be of good moral character and there must not be any departmental enquiry or any criminal case pending against the applicant in any court of law.

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1. Name of the Post applied for:-

2. Name of the Applicant:-

3. Father's / Husband Name:-

Affix recent passport size self-attested photograph

4. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained (starting from latest degree)	Specializations/ Subjects	Year	Division

5. PROFESSIONAL QUALIFICATIONS:

6. TRAININGS / WORKSHOP ATTENDED :

Name	Place/Organization	Date

7. ACHIEVEMENTS

8. PUBLICATIONS / PAPERS PRESENTED:

9. EMPLOYMENT RECORD

TOTAL EXPERIENCE (in Yrs):

Please provide details of all positions held - starting with your present employment and going back to the first - in the space below:

DURATION (YEAR - YEAR)	ORGANIZATION	DESIGNATION	RESPONSIBILITIES HANDLED

10. LANGUAGE PROFICIENCY: (1 - EXCELLENT; 5 - BASIC)

Language	Reading	Speaking	Writing

11. PERSONAL DETAILS

Date of birth:

Present Address/ Correspondence Address:

Permanent Address:

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Email Id:
Mobile:/Phone (with area code):

Marital Status:

12. CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, this information sheet correctly describes me, my qualifications, and my experience.

Signature(scanned)

Full Name

Date

Place

Terms of References

Post title : Financial Advisor(One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 (Three) years or till the Services of regular officers on deputation basis is obtained as the case may be.

Job description:

- Advice necessary provisions of Bihar Financial Rules for constitution of Internal Purchase Committee for procurement and purchases.
- Play major role in sanction and approval of project and schemes of the Authority.
- Support and advice for constitution of 1. Administrative Fund; 2. State Disaster Mitigation Fund and 3. Any other funds as decided by the Authority.
- Support the Secretary of the Authority in management of above mentioned fund as per the BSDMA rules, 2012.
- Support and advice the Secretary of the Authority in exercising financial powers on behalf of the Authority.
- Advice the Accounts Officer for preparation of financial statements in accordance with the applicable accounting standards issued by the Institute of Chartered Accountants of India (ICAI).
- Responsible for carrying out internal audit/ management audit to determine whether the financial management arrangements as developed are working effectively, identify areas for improvement and enhancing efficiency.
- Support and advice necessary requirement for External Audit and provide all support to the external auditor, as appointed by the Authority.
- Support the Authority to carry out matters pertaining to day to day administration / establishment and finance.
- Support the Authority to undertake measures to improve the administrative and financial functioning of the Authority.

Terms of References

Post title : Accounts Officer (One Post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 (Three) years or Services of regular officers on deputation basis is obtained as the case may be.

Job description:

The Accounts Officer would be responsible for financial management, oversight and reporting for the Authority. His role involves:

- Ensuring the preparation of the consolidated budget and any revisions thereto;
- Reviewing and approving the financial progress reports;
- Preparing sanction orders for release of funds for approval by the Authority, Utilisation Certificates etc.
- Preparing and maintaining projectwise financial statements and other accounting procedures required for the Authority.
- Authorizing the processing of invoices for 3rd parties; and
- Support SDMA in selection and appointment of the external auditor.
- Provide all support to the Financial Advisor for internal audit of all financial matters of the Authority.
- Provide all information as required by the external auditor, as advised by the Financial Advisor and Secretary of the Authority.
- Ensuring the external audits in a timely manner; and the timely submission of external audit reports as directed by the BSDMA Rules/ Govt. of Bihar Financial Rules.
- Handling and resolving project audit issues