

GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)
2nd Floor, Pant Bhawan, Patna -800001

Vacancy

Bihar State Disaster Management Authority invites application for appointment of the post of the Financial Advisor through Walk- In-Interview at Pant Bhawan, IInd floor, BSDMA, Patna as per the schedule given below. The contract may be initially for a period of three years. It may be extended upto next two years on satisfactory performance of the officer or till the services of regular officer on deputation is obtained. Eligibility required for the post and emoluments admissible are given in the table below.

Sl. No.	Name of Post	Date of Walk-In-Interview	Eligibility	Emoluments
1	Financial Advisor (One Post- Unreserved)	25.06.2020 (11.00 AM)	Retired officer of Bihar Finance Service in the rank not below than Deputy Commissioner.	Admissible as per rules (pay - pension)

B. General Conditions:

- a. Candidates will have to produce the proof of details furnished in their application (in original), at the time of interview.
- b. Only Indian nationals need to apply.
- c. Canvassing in any form will be a disqualification.
- d. 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.
- e. Maximum Age limit will be 62 years.
- f. The selected person will enter into an agreement in the prescribed format with the Authority.
- g. The applicant should be of good moral character and there must not be any departmental enquiry/proceeding or any vigilance case pending against the applicant in any court of law. The candidate has to furnish an affidavit in this regards.

Selection Process:

Walk-in-interview will be conducted on 25.06.2020. Reporting time for the Interview is 10.00 AM to 11.00 AM on 2nd floor at the given address. Candidature for interview will not be accepted after 12.00 Noon. The candidate must mention the last post held in the application format. Please also bring two photographs along with handwritten/typed application for the post addressed to the "Secretary, Bihar State Disaster Management Authority, Patna".

21/06/20
Secretary

Bihar State Disaster Management Authority

Terms of References

Post : Financial Advisor

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: Initially for 03 (Three) years or till the services of regular officer on deputation basis is obtained.

Job description:

1. Support and advice the Secretary of the Authority in exercising financial powers on behalf of the Authority.
2. Support and advice for constitution of 1. Administrative Fund 2. State Disaster Mitigation Fund and 3. Any other funds as decided by the Authority.
3. Support the Secretary of the Authority in management of above mentioned fund as per the BSDMA rules, 2012.
4. 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).
5. 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.
6. Support and advice necessary requirement for External Audit and provide all support to the external auditor, as appointed by the Authority.
7. Support the Authority to carry out matters pertaining to day to day administration/ establishment and finance.
8. Play major role in sanction and approval of project and schemes of the Authority.
9. Support the Authority to undertake measures to improve its administrative and financial functioning.
10. Advice necessary provisions of "Bihar Financial Rules" for constitution of "Internal Purchase Committee" for procurement and purchases etc.

Application Form



1. **Post applied for**
2. **Full Name:**
3. **Father/Husband's Name:**
4. **Educational Qualifications:**

Qualification	Institution	Specializations/ Subjects	Year	Division
Matric				
10+2 / Intermediate				
Graduation				
Post Graduation				
Any Other				

5. **Employment Record**

6. **Personal Details**

Date of Birth:
Present Address/ Correspondence Address:
Permanent Address:
Email Id:
Mobile:/Phone (with area code):
Marital Status:

7. **Certification:**

I, the undersigned, certify that the information given above is true and correct to the best of my knowledge and belief.

Signature.....

Full Name

Date

Place