

## Convergence of Agricultural Interventions in Maharashtra (CAIM)

1<sup>st</sup> Floor, Sahakar Sankul, Kanta Nagar, CAMP, Amravati - 444602

### Inviting applications for the appointment of Contractual Staff

CAIM - Recruitment – 16th January 2016: Government of Maharashtra's Convergence of Agricultural Interventions in Maharashtra (CAIM) programme assisted by International Fund for Agricultural Development (IFAD) and Sir Ratan Tata Trust (SRTT) is being implemented in distressed districts of Vidarbha namely Akola, Amravati, Buldhana, Wardha, Washim and Yavatmal. Programme would like to appoint personnel on contract basis for following Contractual posts.

Sr. No.	Name of the Post	No. of Post	Consolidated Salary per Month
1	Agronomist ( PMU)	Waiting List-01	Rs.43,300/-
2	Market Linkage Specialist ( PMU )	Waiting List-01	Rs.43,300/-
3	Monitoring Evaluation Officer ( PMU)	Vacant – 01	Rs.43,300/-
4	Computer Operator ( PMU)	Vacant – 01	Rs.26,000/-
5	BCI Document Officer (PMU)	Vacant – 01	Rs.20,000/-
6	BCI Account Assistant (PMU)	Vacant – 01	Rs.20,000/-
7	District Program Manager (DPMT)	<u>Vacant-01</u> Waiting List-02	Rs.45,500/-
8	Agri. Business Expert (DPMT)	<u>Vacant-03</u> Waiting List-01	Rs.39,000/-
9	Monitoring Evaluation Officer (DPMT)	Vacant-02	Rs.39,000/-
10	Accountant (DPMT)	Vacant-02	Rs.26,000/-
11	Account Assistant (DPMT)	Vacant-02	RS.20,000/-

For eligibility details and to download prescribed application format kindly visit [www.msamb.com](http://www.msamb.com) OR [www.caim.gov.in](http://www.caim.gov.in). Eligible candidates may send their applications strictly in prescribed format on above mentioned address /or email on [caim\\_pmu@msamb.com](mailto:caim_pmu@msamb.com) on or before 29<sup>th</sup> January 2016.

**Note – Only shortlisted candidates will be called for personal interview and documents verification. Final decision regarding interview call lies with the selection authority.**

\*Monthly remuneration will be depending on qualification, experience & taxable as per Indian laws. The appointment will be extendable subject to satisfactory performance and continuing need for the function.

Programme Director

#### IMPORTANT NOTES

1. If candidate is willing to apply by email; he/she should send the application only in “.doc, .docx, .pdf” file format. No other file formats (\*.jpg, \*.png etc) will be accepted.
2. Candidate need not send any other document except the filled application in prescribed format.
3. The Programme Director is authorized to change the no. of post as per requirement.

**For Office Use Only**

Post Code: .....POST NAME..... -Jan -2016

Application No. \_\_\_\_\_

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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN  
MAHARASHTRA (CAIM)**

Application Form for the post of

Sr. No. Of Post.....Name of Post.....

**(A) Personal Details**

Date Of Application	
Name ( in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) (Age as on 01-02-2016)	
Address for Communication	
Contact Information:	Landline _____ Mobile _____ Email _____
If selected, Notice period:	
District Preferred (Pl. indicate Head Quarter preference between 1 to 6. Indicate nil preference by 0)	( ) Akola ( ) Wardha ( ) Amravati ( ) Washim ( ) Buldhana ( ) Yavatmal

**(B) Educational Qualification:**

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

**(C) Competency:**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position.(e.g. : Project management,Leadership,Team work, Negotiator/communicator, Facilitator of Change , Performer etc.)

**(D) Experience**

Please list beginning from most recent

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

**(E) Experience Relevant to the Post Applied:**


E) References with contact details:

1.
2.

**(F) Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

(Signature of the Applicant with Date)

### **Eligibility Criteria (PMU-Agronomist )**

Designation	Educational Qualification/ Experience
Agronomist	The candidate must possess Masters degree in Agriculture/ Agronomy, M.Tech or relevant field with good academic record and should have experience in sustainable agriculture, In situ Soil & water Conservation & livestock development for no less than 5 years. Experience of handling development projects will be an added advantage. The candidate should not be more than of age of 45 and be willing to work in rural areas involving extensive touring.

### **(2) Job Requirements (PMU-Agronomist)**

The key responsibilities of the Agronomist:-

- Along with the NGOs, Agriculture Department and other relevant stakeholders, initiate actions to empowering the small & marginal farmer/rural women and other project beneficiaries to participate in Sustainable Agriculture related activities by increasing their awareness about the Insitu soil and water conservation, Low external input sustainable agriculture- LEISA methods, Livestock development to increase their participation in decision-making and negotiation through training;
- Provide input to the District Agribusiness Experts, Implementing agencies for developing scope of Sustainable Agriculture in the project and develop strategies for implementation;
- Ensure to propagate sustainable agriculture activities through Water Shed Volunteers, SHGs, JLGs and CMRC and other community based institutions;
- Design and conduct capacity building programmes for implementing team and beneficiaries on Sustainable Agriculture;
- Create and strengthen discussion between the line department, subject specialist, and SHGs, JLGs;
- CMRCs for enhancing the discussions on Sustainable Agriculture, Insitu soil & water conservation, Livestock development;
- Identify viable and technically feasible and financially viable sub-projects that are linked to sustainable agriculture and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as demo farmers, technology dissemination, knowledge exchange, research study & documentation, etc.;
- Creating linkages with market for better price of farmer's LEISA & Dairy produce;
- Facilitate the need assessment and planning for soil and water conservation work at village level;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific sectoral analysis to bring improvement in execution of sustainable agriculture related activities in project;
- Need to work closely with Agri Business Expert at districts
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting, doing presentations on the behalf of project, etc.

### **(3) Remuneration (DPMT-ABE)**

Maximum Rs. 5.19 Lakhs per annum (Consolidated)

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## **Sr. No.2. Marketing Linkage Specialist -PMU**

### **Minimum Qualification and Experience**

Any PG degree or PG diploma completed, preferably MBA- Marketing or Agri Business Management or Entrepreneurship Development completed from recognized university/Institute with 5 years of total experience. Minimum 3 years of Relevant Experience at larger scale of Marketing & Linkages in Rural Development Sector at Managerial level. Knowledge of Marathi and MS Office is desirable.

### **Desired Domain Knowledge and Experience**

- Should have experience including marketing of farm/ off farm products, commodity trading/ marketing.
- Should have experience of promoting producers' companies, facilitating their operations and establishing market linkages for better price of produce.
- Should also possess skill of establishing business network and liaison with business enterprises, government and service provider agencies.

### **Desired Competency and Attributes**

- Ability to recognize complexity, analyze and act – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- Intensity, Integrity and Intelligence – Willingness to travel 'extra mile' in order to work for communities with the ability to translate knowledge into purposeful action
- Inclusive Approach – Sensitive to needs of vulnerable and marginalized communities and including them in the development process
- Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
- Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated.
- Articulate and demonstrate clear results – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations

### **Duties and Responsibilities**

Following are the indicative Duties and responsibilities of **Market Linkage Specialist**;

- To initiate and build a market intelligence unit for CAIM, which will act as an information hub for project personnel and subproject partners.
- Undertake studies on feasibility, operational and marketing aspects of the value added products before initiating the activities on a large scale.
- Undertake mapping and assessment of marketing support infrastructure such as warehouse, Bulk milk coolers, processing units, etc in the region.
- Prepare a database of market players / buyers in the region and outside with the team members and contacting them for exploring market linkages.
- Communicate, publicize and advertise and inform the potential market partners about the project to explore and establish linkages with them.
- Undertake review of progress on agro processing, value addition and market linkages as per the planning of the implementation agencies and provide them support.
- Take up challenge of developing value chains for identified products/ commodities, and ensure sustainable linkages with local markets.
- Launch & track implementation of Project Idea across regions. Work with cross functional team to overcome teething trouble for its successful launch.
- Develop parameter to judge Project idea effectiveness; bring about improvement based on learning / experience in field.
- Develop parameters to judge performance on different matrix, and communicate it on regular basis

- both upward and down ward to help improve productivity.
- Analyze market development plan for regions and track its implementation.
  - Support to community level institutions to develop products which are in sync with current market demand in-order to ensure better price realization and value addition for stakeholders.
  - Maintain a database of institutional buyers /vendors relevant to the products made by SHGs, PGs and other affiliated groups.
  - Support in organizing seminars /workshops showcasing products of SHG's and PGs to institutional buyers, financial institutions and general public.
  - Assist in promoting work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation.
  - Promoting Micro Enterprise as a part of Rural Development Projects and justify all projects schedule and risks through necessary documents
  - Identify, arrange and managing a panel of programme specialists (Marketing) for delivering technical inputs for the projects.
  - Undertake periodic review and assessment of the agribusiness activities undertaken by the sub project partners.
  - Reporting of Market Linkage Specialist is to Programme Director.

**Remuneration (Market Linkage Specialist)**

Maximum Rs. 5,19,600/- per annum (Consolidated)

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## **Sr. No.3. Monitoring & Evaluation Officer -PMU**

### **(1) Eligibility Criteria (PMU-MEO)**

Qualifications: The essential qualifications for the position include a postgraduate university degree in economics, statistics, finance or related fields and a minimum of 7 years experience in M&E functions. The Department will assign a candidate for the position meeting the above criteria or recruit from the market with appropriate background and experience and qualification to the satisfaction of IFAD.

### **(2) Job Requirements (PMU-MEO)**

The monitoring and evaluation of the project will be the responsibilities of the PMU and district PMTs. The monitoring and evaluation officer will be responsible for monitoring, evaluation and impact assessment activities in the project. He/she will work in collaboration with district PMUs and other team members in the PMU. The functions and responsibilities of monitoring and evaluation officer will include:

- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM in Programme year 1;
- Ensure that the M&E of the participating institutions is adequate to provide the required information for timely preparation and submission of periodical progress reports;
- Prepare periodical reports required by IFAD, co-financers and GoM;
- Carry out the M&E functions including direction of baseline surveys and impact assessment studies in the programme area blocks;
- Work in close coordination with M&E officers of the district PMTs;
- Prepare progress reports, containing, inter alia, an analysis of successes, problems, constraints and design issues that would help annual reviewers by supervision missions and a mid-term review by IFAD, GoM and other stakeholders; and
- Any other duties as may be assigned by the Project Director.

### **(3) Remuneration (PMU-MEO)**

Maximum Rs. 5,19,600/- per annum (Consolidated)

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## **Sr. No. 4 . Computer Operator- PMU**

### **(1) Eligibility Criteria (PMU-Computer Operator)**

Qualifications: The essential qualifications for the position include any Graduate degree with additional skills in Computer Operations including skills in database management or Appropriate Diploma or MCA with at least 2 years Experience. Preference will be given to candidates having experience of working with rural development projects or any other donor-assisted programmes.

### **(2) Job Requirements (PMU-Computer Operator)**

The Computer Operators will be responsible for updating all project related database and provide support to the respective Units such as PSU, PMU and DPMTs in performing their roles more effectively. They will work in collaboration with their colleagues and report to their respective head. The functions and responsibilities of the Computer Operators will include:

- Update all data relating to the operations of CAIM including the RIMS survey, baseline surveys etc in compliance with the overall requirements of the CAIM;
- Prepare periodical reports required by DPMU Managers, PMU Project Director and PSU Liaison Officer and GoM in accordance with guidelines provided to you;
- Provide support to the M&E specialists in developing computer-based formats and questionnaires and ensure that all such formats are computer-compatible;
- Work in close coordination with the other members of the Unit and provide them with required computer services as needed by them;
- Obtain, update and maintain data and information relating to CAIM programme on a regular basis and provide outputs to your immediate supervisors;
- Assume responsibility for upkeep and maintenance of all office-based computers, laptops, printers etc and in this context develop plans for their annual maintenance and ensure that all office equipments are in good operating conditions;
- Assist your supervisor in the preparation of progress reports and other documents that are required for the CAIM as guided by your supervisor;
- Maintain soft copies of documents such as PIM, appraisal report, working papers, minutes of meetings, all records relating to CAIM and make available such soft copies to your supervisor as and when needed;
- Carry out any other duties assigned by his/her officer-in-charge.

### **(3) Remuneration (PMU-Computer Operator)**

Maximum Rs. 3,12,000/- per annum (Consolidated)

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## Sr. No.5. BCI-Documentation officer-PMU

### (1) Eligibility Criteria (BCI-Documentation officer)

Designation	Educational Qualification/ Experience
Documentation officer	Graduate in computer science from recognized university with 3 years experience in relevant field. Proficiency in Microsoft office, Expertise in Data entry operations and typing in Marathi and English are essential

### (2) Job Requirements (BCI- Documentation officer)

#### *Duties and responsibilities*

- Work in close coordination with the participating NGOs, and PU Managers and collect data and information on a regular basis;
- Maintain data base of BCI project
- Preparing templates as per the requirements of BCI
- Preparing reports and ensuring timely submission to BCI
- Undergoing training organized by CAIM/BCI and conducting training to field staff
- Undergoing training organized by CAIM/BCI on cotton tracer and organizing training ginners
- Such other duties as may be assigned by the Accounts Officer / Project Manager.

### (3) Compensation:

Documentation officer (BCI) will be given salary of Rs 2,40,000/- per Annuam. Documentation Officer (BCI) has no claim over regular postings of CAIM.

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## Sr. No.6. BCI Account Assistant- PMU

### (1) Eligibility Criteria (BCI- Accountant)

Designation	Educational Qualification/ Experience
Account Assistant	The essential qualifications include a full time Degree from any recognized University in Commerce and a minimum of 3 years Professional experience post qualification. Candidates with previous relevant experience in Rural Development projects and aptitude for working in the rural areas will be given preference. Experience of Tally Accounting is essential. Knowledge of Marathi and MS Office is desirable.

### (2) Job Requirements (BCI- Accountant)

#### **Duties and Responsibilities:**

The Accounts Assistant will be responsible for all financial transactions and work with close coordination with the Accounts Officer / Project coordination team /

His/her functions and responsibilities will essentially include:

- ✓ Facilitating timely disbursement of project funds and preparation/compiling SOEs for the Project and submitting them to the Accounts Officer / Project Manager.
- ✓ Maintain all Project Accounts and provide regular progress reports.
- ✓ Coordinate with the NGO Accountants and ensure the timely preparation and submission of SOEs.
- ✓ Statutory Deductions and Reporting (TDS, PT, etc.)
- ✓ Tally accounting , Making accounting entries
- ✓ Assisting in finalization of Accounts, preparing trial balance, Coordination with Accountant and External / Internal Audit Team.
- ✓ Preparing funds flow and cash flow statement
- ✓ Managing petty cash transactions
- ✓ Such other duties as may be assigned by the Accounts Officer / Project Manager including attending all PSC / District coordination committee meetings and assisting in compiling his/her accounts reports.

### (3) Compensation:

Account Assistant (BCI) will be given salary of Rs 2,40,000/- per Annum. Account Assistant (BCI) has no claim over regular postings of CAIM.

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## **Sr. Mo.7. District Program Manager- DPMT**

### **Other Information related to the Post of District Project Manager in the Office of (DPMT-DPM)**

#### **(1) Eligibility Criteria (DPMT-DPM)**

The DPMT Managers will be a person with one of the following specializations: agricultural economics or agronomy, agricultural engineering, agricultural extension, natural resources management including soil and water conservation with related experience of 7 years, with a proven track record of management capacity, integrity, and exposure in agriculture or related areas.

He/she would hold a postgraduate university degree in his/her area of specialization such as agricultural economics, economics, management or comparable professional qualifications. Management graduates and Graduates with experience in Rural Development will be given preference.

#### **(2) Job Requirements (DPMT-DPM)**

The key responsibilities of the District PMT Managers are to

- Supervise the activities and functions of NGO teams within the district and provide required technical and logistic support;
- Identify key training needs and plan for their implementation;
- With the support of NGO, prepare Annual plan and convergence Plan for the project area villages and GPs and initiate action for their convergence;
- Identify critical issues in project implementation and submit them to the PMU for the consideration, and take actions to address the constraints at appropriate level;
- Ensure project expenditures are incurred in accordance with the provisions in the Annual Work Plan and Budget;
- Ensure that the SOEs are submitted to PMU in time and in accordance with expenditure categories;
- Ensure that the project financial and physical progress reports are submitted in compliance with the project documentation and requirements of IFAD and the government including the RIMS and other indicators;
- Undertake field visits for coordination, meetings with the DCC, NGOs, SHGs, JLGs and also coordinate the role and activities of CMRCs with the support of the district DCO of MAVIM;
- Prepare regular quarterly reports for the PMU, and District Coordination Committee and keep record of all minutes and provide compliance reports with copies to PMU and attend to any other tasks as assigned by the Project Coordinator/ Director. Etc
- Act as the Member-Secretary of the District Coordination Committee and in this respect report and liaises with the respective District Collectors.

#### **(3) Remuneration (DPMT-DPM)**

Rs. 5.46 Lac per annum (Consolidated)

## Sr. No.8. Agri. Business Expert- DPMT

### Other Information related to the Post of Agri Business Expert in the Office of (DPMT-ABE)

#### **(1) Eligibility Criteria (DPMT-ABE)**

Designation	Educational Qualification	Experience
Agri Business Expert Technical Officer	Full time MBA / PGDBM Or Post Graduate in Agriculture / Horticulture / Agricultural Engineering	At least 3 years experience in Agriculture Marketing or Agriculture Marketing Project Management
	Graduates in Agriculture / Horticulture / Agricultural Engineering	At least 5 years Experience in Agriculture Marketing or Agriculture Marketing Project Management
Note :- Candidates having relevant Experience with good academic record & innovative ideas will be preferred.		

#### **(2) Job Requirements (DPMT-ABE)**

The key responsibilities of the Agri-business development expert (ABD Expert)

- Along with the NGOs and private sector players, initiate actions to empowering the rural women to participate in markets effectively by increasing their awareness about the functions of markets and prices, the importance of quality and standards, increasing their participating in decision-making and negotiating through training;
- Initiate actions to promote producer groups or companies to increase their bargaining power in the market place and to gain the benefits of market institutions, such as warehouse receipt systems and commodity exchanges; ensure that this is underpinned in training in the potential benefits of forming such groups;
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional *fora* associated with marketing improvements;
- Arrange facilities to improve the ability of SHGs, JLGs and CMRCs to overcome their cash constraints through linkages with banks and market institutions;
- Create and strengthen discussion between the private sector and SHGs, JLGs and CMRCs for enhancing the market environment, particularly with regard to prices and quality;
- Identify viable and technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as contract farming, organic farming, milk production and collection centres, grain storage and ware houses etc.;
- Identify micro-enterprises that have market and production potential and develop viable models for support and financing;
- Arrange training for the SHGs, JLGs and CMRC staff regarding quality and thereby ensuring better prices; and
- Facilitate investment in milling and processing units for primary processing within villages to make the task of milling more convenient for women by arranging medium term credit and organizing JLGs and SHGs;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific market and commodity analysis to bring improvement in marketing and ensure better returns to the SHGs and in this respect establish linkage with the private sector players and draw specific plans for development; and
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting and assisting the PC in compiling his/her reports.

#### **(3) Remuneration (DPMT-ABE)**

Maximum Rs. 4.68 Lakhs per annum (Consolidated)

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**Sr. No.9. Monitoring & Evaluation officer - DPMT**

**M&E Officers**

(Akola, Amravati, Buldhana, Washim, Wardha and Yavatmal)

The monitoring and evaluation officer will be responsible for monitoring, evaluation and impact assessment activities in the project. He/she will work in collaboration with district PMTs and other team members in the PMU. The functions and responsibilities of monitoring and evaluation officer will include:

**Qualifications:** The essential qualifications for the position include a Graduate university degree in Computer, Economics, Statistics, Finance or related fields and a minimum of **5** years experience in M&E functions.

The MSAMB will assign a candidate for above positions subject to meeting the above criteria or Recruit from the market with appropriate background and experience and qualification to the satisfaction of IFAD.

- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM in Project year 1;
- Ensure that the M&E of the participating institutions is adequate to provide the required information for timely preparation and submission of periodical progress reports;
- Prepare periodical reports required by IFAD, co-financers and GoM;
- Carry out the M&E functions including direction of baseline surveys and impact assessment studies in the project area blocks; India: Convergence of Agricultural Interventions in Maharashtra PROJECT IMPLEMENTATION MANUAL 71
- Work in close coordination with the participating NGO and private sector agencies and obtain and secure required data and information on a regular basis;
- Undertake field visit, along with the NGO staff, where necessary and make on the spot assessment and validation of the progress reports submitted by the NGO;
- Prepare progress reports, containing, inter alia, an analysis of successes, problems, constraints and design issues that would help annual reviewers by supervision missions and a mid-term review by IFAD, GoM and other stakeholders.

**(Remuneration (DPMT-MEO)**

Maximum Rs. 4.68 Lakhs per annum (Consolidated)

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**Sr. No.10. Accountant - DPMT**

(Akola, Amravati, Buldhana, Washim, Wardha and Yavatmal)

**(1) Eligibility Criteria (DPMT-Accountant)**

<b>Designation</b>	<b>Educational Qualification</b>	<b>Experience</b>
Accountant	Post Graduate / Graduate in Commerce, Accounting / Finance or Comparable Professional Qualification.	At least 3 years Professional experience for Post Graduate Candidates & 5 years Professional experience for Graduate Candidates in Financial Management, Preferably in Managerial Position. Candidates with previous experience in Internationally Funded Rural Development Project will be preferred.

**(2) Job Requirements (DPMT-Accountant)**

The Accountants will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at PMU. He/she will report to the project manager. His/her functions and responsibilities will essentially include:

- Facilitating timely disbursement of project funds and compiling SOEs for the Project and submitting them to the PMU office.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain all Project Accounts at Block level and provide regular progress reports;
- Coordinate with the NGO Accountants and ensure that the SOEs are prepared and sent to PMU on time;
- Prepare time schedule for procurement of goods and services that are required at cluster level in accordance with IFAD Financing Agreement and maintain account;
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project coordinator including attending all district coordination committee meetings and assisting the Manager PMT in compiling his/her reports.

Qualifications: The essential qualifications include a post graduate degree in commerce, accounting, finance or comparable post graduate professional qualification and a minimum of 4 or 5 years professional experience in financial management, preferably in managerial position. Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

**3) Remuneration (DPMT-Accountant)**

Maximum Rs. 3.12 Lakhs per annum (Consolidated)

**Sr. No.11 Accounts Assistant -DPMT**

(PMU - Akola, Amravati, Buldhana , Washim, Wardha , Yavatmal )

**Posting:**

The posting will be at PMU – Amravati and District Programme Management Unit ( DPMT ) level - Akola, Amravati, Buldhana , Washim, Wardha , Yavatmal)

**Reporting at PMU / DPMT level :**

The person recruited will be functionally reporting to the Accounts Officer / Project Manager or any other delegated authority.

**Duties and Responsibilities:**

The Accounts Assistant will be responsible for all financial transactions and work with close coordination with the Accounts Officer / Project coordination team / DPMT Accountant.

His/her functions and responsibilities will essentially include:

- ✓ Facilitating timely disbursement of project funds and preparation/compiling SOEs for the Project and submitting them to the Accounts Officer / Project Manager.
- ✓ Maintain all Project Accounts and provide regular progress reports.
- ✓ Coordinate with the NGO Accountants and ensure the timely preparation and submission of SOEs.
- ✓ Statutory Deductions and Reporting (TDS, PT, etc.)
- ✓ Tally accounting , Making accounting entries
- ✓ Assisting in finalization of Accounts, preparing trial balance, Coordination with Accountant and External / Internal Audit Team.
- ✓ Preparing funds flow and cash flow statement
- ✓ Managing petty cash transactions
- ✓ Such other duties as may be assigned by the Accounts Officer / Project Manager including attending all PSC / District coordination committee meetings and assisting in compiling his/her accounts reports.

**Desired Domain Knowledge and Experience:**

- ✓ Knowledge of accounting principles and functions
- ✓ Knowledge of various taxes like income tax, professional tax etc
- ✓ Experience of assisting internal audit
- ✓ Experience of maintaining various books of accounts

**Remuneration :**

Rs. 2,40,000/- per annum ( Consolidated )