

Assam Society for Comprehensive Financial Management System (AS-CFMS)
(A registered Society under Finance Department of Govt. of Assam)

F-228, F Block, Janata Bhawan, Dispur, Guwahati- 781006

ToR for hiring one (1) Accounts Assistant under AS-CFMS

- A. A Special Purpose Vehicle (SPV) named “Assam Society for Comprehensive Financial Management System (AS-CFMS)” has been set up for implementing and managing Public Financial Management Reforms including IT-related projects in the Finance Department and other revenue generating departments.
- B. The society is currently headed by a Project Director and an Additional Project Director with a mix of government personnel on deputation and consultants engaged on a contractual basis. Currently, the society is implementing a World Bank Externally Aided Project named ASPIRe (Assam State Public Finance Institutional Reforms).
- C. The project collaborates with various international and national knowledge partners such as the IMF, UNICEF, NIPFP etc. thereby having an exposure to best practices of international standards in public finance and other such cross learnings from other states.
- D. Notwithstanding the closure of the ASPIRe Project, the society shall continue to function in order to sustain and bolster the reforms that were undertaken as a part of this project.
- E. The Project Director, AS-CFMS now intends to engage Accounts Assistant (1 position) of PMU under ASPIRe (AS-CFMS)

1. Objectives and Scope of the Assignment

- Maintenance of books of accounts (cash books, ledgers, etc.).
- Preparation of cheques for making payments.
- Assisting in income tax, GST, VAT, Professional Tax and other related matters.
- Checking of bills, invoices, etc.
- Assist Finance Officer, AS-CFMS in other accounts and finance related matters.

- Any other works assigned by PD/ APD from time to time.

2. Reporting and Review

The Account Assistant will report to Project Director/Addl. Project Director or any other officer assigned for the purpose.

3. Qualification and Experience

This position requires dynamic, experienced and analytical professional with demonstrated experience of handling similar activities in Societies specially driving external aided projects.

3.1 Essential Qualifications and Experience:

- Bachelor's degree in Commerce, Management with specialization in Finance/ Accounting from a recognized university or CA Intern.
- Minimum 4 years experience in the related field.

3.2 Desirable Qualifications, Experience and Skill-set:

- Preferred- previous experience in delivering similar nature of work in State Government Projects/ PSUs.
- Preference will be given to candidates with knowledge in Tally.
- Excellent documentation and drafting skills.
- Good knowledge in MS- Office and well versed with MS Excel.
- Ability to work effectively in teams as well as individually.

4. How to apply

Candidates are requested to apply in application format provided with this ToR within 21 days of the advertisement. Scanned copy of application form along with other relevant documents should be mailed to hr.ascfms@gmail.com. No hard copies will be accepted.

5. Selection Criteria

The following steps will be taken to select candidate in most transparent and fair manner:

Step I: Short listing of applications on the basis of those fulfilling essential and desirable qualifications.

Step II: Written test (if project decides so in case of higher number of candidates).

Step III: Final Interview- In all cases interview shall be held to test the following:

- i) Knowledge of the candidate in accounts domain and idea about the functioning of the Governmental office procedures etc.
- ii) Communication Skills including writing skills.
- iii) Attitude and aptitude towards work at hand.

6. Period of the Assignment / Services:

The assignment will be for a period of one year and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be full time basis and selected candidate would not be permitted to take up any other assignment during the period.

7. Payment Terms and leave eligibility:

- The remuneration would be as per Level L2 and Grade A of the HR Manual with monthly CTP of INR 35,000-51,500. Initial base remuneration would be negotiated during interview based on experience and last pay drawn. However, for candidate having exceptional qualification, performance, experience, higher pay package may be negotiated and considered.
- Selected candidates will be eligible for an annual Casual Leave of 12 (twelve) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 14 (= 12+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of maximum of 10 days in a year may also be granted subject to production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as

leave without remuneration/ CTP. Notwithstanding above, the Project Director, AS-CFMS may grant other special leaves subject to proper justifications.

8. Facilitation by AS-CFMS

- The employer will give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary
- Provide seating space along with computer / laptop, printer, office consumables, and internet access.
- The Assistant Software Developer will have to arrange his/her own conveyance facility for attending the PIU. However, for official travel within Guwahati city and for field visits (duly approved by the Project Director) Conveyance facility may be provided, whenever available.

9. Other Details

- This is an indicative ToR only. The Project Director, AS-CFMS reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- Date of interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact HR, ASPIRe at email Id: clarifications_aspire@outlook.com.

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality :
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st January 2023) : ____ Years ____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : ____ Years ____ month(s)

21. Details of Professional Experience (Starting from latest **)(attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

** Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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23. Languages proficiency: (please tick √)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you

Sl.	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :
Place :

Signature of the Candidate

IMPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**
3. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**