

Advertisement Notice

**Office of Head, Department of Water Supply
and Sanitation Punjab**

Water works complex, Phase-2, SAS Nagar

Phone No. 0172-2270101, 4330305

Recruitment Notice Reference No. Admin/DWSS/2020/01

On line Applications are invited for the following post

(Read General Instructions carefully before applying)

S. No.	Name of Post	Number of Vacancies	Remuneration in Rs.
1	Finance Manager [On contract basis under Swachh Bharat Mission (Gramin)]	01	Rs. 1,00,000/- per month

Last date & time: 12.03.2020 upto 05.00 pm

For details log onto: www.pbdwss.gov.in

Note: (1) Any corrigendum (s) to this recruitment notice shall be published on above website.

(2) Applications received through any mode other than online application will not be considered.

Head, DWSS

TERMS OF REFERENCE OF FINANCE MANAGER

SWACHH BHARAT MISSION (GRAMIN)

S. No.	Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Vacancy
1	Finance Manager	<p><u>Minimum Qualification</u> Chartered Accountant/ Cost Accountant from recognized institute/university.</p> <p><u>Age</u></p> <ul style="list-style-type: none"> Minimum 35 years. <p><u>Experience:</u></p> <ul style="list-style-type: none"> Minimum 7 years of post-qualification experience in handling internal/statutory audit/ social audit and consultancy in accounts, taxation, maintenance of accounts, monitoring of expenditure and forecasting the budget requirement etc. <p><u>Preferable:</u></p>	<ul style="list-style-type: none"> Assist Director Sanitation in preparation of Annual Implementation Plan as per cost norms of SBM (G), preparation of financial estimates under various components of the SBM (G) for the proposed financial year with agreed timelines. Ensure that adequate internal controls are in place to support the payments and receipts. Ensuring timely consolidation of accounts/financial statements. Assist to ensure that the funds are allocated to the Districts in a timely manner for better results. Maintaining a database for monitoring the fund release to GPWSC's, audit reports 	<p>Rs. 100000 per month (Subject to negotiation) upon qualification, experience & skills. The negotiated salary shall include all allowances except Travel reimbursement as per Punjab Govt. TA rules.</p>	<p>Initially for the period of 12 months (It can be further extended based on performance)</p>	<p>HOD Office Department of Water Supply and Sanitation Water Works Complex Phase 2 SAS Nagar - 160055 Punjab or any other place as per discretion of HOD DWSS.</p>	01 (One)

TERMS OF REFERENCE OF FINANCE MANAGER SWACHH BHARAT MISSION (GRAMIN)

S. No.	Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Vacancy
		<ul style="list-style-type: none"> At least 5 years of experience in facilitation for financial planning, implementation and monitoring of State/ National level programmes. Excellent financial understanding of State/ National programmes policies and operating environment for implementation of national flagship programmes such as Swachh Bharat Mission (Gramin). <p><u>Knowledge and skills</u></p> <ul style="list-style-type: none"> Must have thorough knowledge about financial management, preparation of budget proposals, book of accounts etc. Strong accounting skills, including Consolidation of accounts, double entry accounting and familiarity with Govt. accounting procedures. 	<p>and compliance with audit reports of the concurrent auditors.</p> <ul style="list-style-type: none"> Facilitate internal audit of the Divisions and other levels. Support in imparting training to the District/ Divisional finance controllers/ Accountants/ Finance Officers on financial management systems under SBM (G). Facilitate external audit by the AG. Review the accounts and records of the GPWSC on a periodic basis against a pre designed checklist and document/ report any adverse findings to the HOD/ Director Sanitation/ Joint Controller Finance & Accounts. Manage all contracts of Director Sanitation office. 				

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S. No.	Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Vacancy
		<ul style="list-style-type: none"> Familiar with the use of off the shelf accounting packages and good hands on working knowledge of MS Office (Excel/ Word/ PowerPoint) Proficiency in English with working knowledge of Punjabi language. Ability to manage, monitor a large and spread out operations. Must possess strong analytical & presentation skills. Ability to implement and manage projects in budget. An ability to multitask and perform under tight deadlines. 	<ul style="list-style-type: none"> Managing financial progress during the course of the financial year vis-a-vis the planned activities. Sufficing all audits requirements of the Government of India and the CAG as decided from time to time. Implementation of Public Financial Management system (PFMS) which will enable tracking of the fund utilization and also help in financial management reforms. Attending financial meetings/ workshops carried out by State and Central Government related to financial management, Social Audit etc. Getting Annual Audit of accounts done by a Chartered Accountant selected from a panel approved by the CAG, within six months of the close of the financial year in 				

TERMS OF REFERENCE OF FINANCE MANAGER
SWACHH BHARAT MISSION (GRAMIN)

S. No.	Post	Qualification and Experience	Job Description	Emoluments	Tenure	Place of work	Vacancy
			<p>accordance with the General Financial Rules of the Government of India.</p> <ul style="list-style-type: none">• Preparing audit para replies and their submission to AG/ MDWS.• Liaisoning with other financial institutions such as NABARD and others in the wake of the need of financing requirements.				

General instructions for the Candidates applying for the position of Finance Manager SBM (G)

- 1) The Department of Water Supply & Sanitation (DWSS) invites Application on prescribed format from eligible candidates for the position of 1 Finance Manager SBM (G) purely on contract basis.
- 2) For wider publicity and to invoke maximum participation, the department may use various online channels but it is clarified that applications received via online module of DWSS will only be considered and those received directly from these websites will not be considered.
- 3) The applicants need to apply online via the following link http://pbdwss.gov.in/dwss/left_menu/career.html
- 4) While uploading Resume / Curriculum Vitae during online application, standard format for resume as available along with detailed advertisement should be filled with utmost care and diligence and should only be used. Resume received in any other format will not be entertained.
- 5) Incomplete applications or applications submitted on any other format or means other than the prescribed format are liable to be rejected.
- 6) Application received after due date will not be considered, in any case.
- 7) The engagement will initially be for a period of one year from the date of joining which may be extended on the basis of performance of the individual.
- 8) Any addendum/ corrigendum will be published on the department website only and no separate communication will be made to individual applicants.
- 9) The department reserves the right to conduct a written examination for the position of Finance Manager SBM (G).
- 10) The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (post qualification experience).
- 11) If at any time during scrutiny of the Application Form/documents submitted by the candidate or otherwise, if any document, statement or any other information submitted by the candidate is found to be wrong or incorrect as per the selection/eligibility criteria, the Department reserves the right to cancel the selection of the candidate.
- 12) 12. No TA/DA will be given for attending the interview/ written Test.

Application Form for the post of

Name of the applicant:	
Father’s Name:	
Date of Birth:	
Address:	

EDUCATIONAL QUALIFICATIONS:- (starting from highest to lowest):

Qualification	Name of Institute/ University	Regular (Y/N)	Year of Passing	%age

Academic Distinction, if any:.....

EXPERIENCE IN YEARS:-

Total Experience (in years)	
Relevant Experience (in years) as required in TOR hosted on department website	

TOTAL EXPERIENCE DETAILS:-

Organization	Post Held	Period of holding the post (from date)	Period of holding the post (to date)	Brief nature of duties (Role)

Salary Expected (per month): Rs.

It is certified that the above furnished information is true and correct to the best of my knowledge. If found wrong at any stage during evaluation, my application will be cancelled.

Date:

Place:

Signature of the Candidate

Mobile No:

Email Id:

