

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 application for appointment of the post of the "Accounts Officer" (One Post) 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	Accounts Officer (One Post - Unreserved)	06-10-2020	Officer in the equivalent category 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 will have to produce the proof of details furnished in their application (in original), at the time of walk-in-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 regard.
- 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. The selected persons will enter into an agreement in the prescribed format with the Authority.

Selection Process:

Walk-in-interview will be conducted on 06-10-2020. Reporting time for the Interview is 10.00 AM to 12.00 AM on 2nd floor at the given address. Candidature for interview will not be accepted after 01.00 PM. The candidate must mention the last post held in the application format. Please also bring two photographs alongwith handwritten/typed application for the post addressed to the "Secretary, Bihar State Disaster Management Authority, Patna"

17.9.20
Secretary

Bihar State Disaster Management 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 project wise financial statements and other accounting procedures required for the Authority.
- Authorizing the processing of invoices for 3rd parties.
- Supporting SDMA in selection and appointment of the external auditor.
- To Provide all support to the Financial Advisor for internal audit of all financial matters of the Authority.
- To 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.

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