

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

VACANCY ANNOUNCEMENT

Applications along with Prescribed Application Form, attested copies of all Certificates, Marks Sheets, recent passport size photo, etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA / DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised to ensure that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl.No.	Name of the Post	No. of posts
1	Finance Officer	01 No.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 01-03-2017 and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority,
Assam Secretariat Campus (Opp. SBI Sectt. Branch),
Dispur, Guwahati – 781006,
Assam.**

Applications received at Assam State Disaster Management Authority after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Applicants applying for multiple posts should submit different applications for each post.

Further details may be seen at ASDMA website <http://www.asdma.gov.in>

**State Project Coordinator,
Assam State Disaster Management Authority.**

**Addl. Secretary & S.P.C.,
Assam State Disaster
Management Authority,
Dispur, Guwahati-06**

1. Name of the Post : Finance Officer.

No. of posts - 1 No.

Essential Qualification & Experience:

- B.Com or equivalent with minimum 5 years' experience in Finance and Accounts at Supervisory Level in any commercial organization or Govt. undertaking, with knowledge of IT and accountancy related software.
- Retired AFS Officers may also apply.

Duties and Responsibilities:

The duties and responsibilities of the Finance Officer shall be governed by the instructions given in Annexure-II of the Delegation of Financial Rules, 1999, Govt. of Assam.

In addition to the above, the Finance Officer as the head of the Accounts Wing shall arrange and ensure the following functions:

- Preparation of budget estimates under different heads, viz.- Administrative expenses, Mitigation fund, Response fund, etc.
- Preparation of pay bills, TA bills, contingent bills towards administrative expenses, their security and submission to the Dy. CEO/CEO for approval.
- Maintaining a watch on the administrative expenses with reference to the budget estimate.
- Monthly bank reconciliation of balances as per books of the authority with the balances as per the books of the banks in which the authority has kept its Bank A/c.
- Compilation of monthly, quarterly accounts data for submission to Govt. as and when required.
- Preparation of Annual Accounts for audit.
- Dealing with correspondence relating to audit objections and inspection reports till these are finally settled.
- To maintain Accounts properly.
- As the head of the Accounts wing, the Finance Officer should arrange and ensure:
 - Proper maintenance of various records.
 - Posting of cash book daily, its closing and submission to him by the Accountant / Accounts Assistant.
 - Posting of the ledger on a daily basis for each month by working out the ledger totals under different heads and agreements with the closing cash / Bank balances as per the cash book.
- Any other duties and responsibilities that may be assigned to him/her from time to time.

Duty Station: Guwahati

Remuneration: Rs. 30,000/- per month (inclusive of other allowances). In case of retired AFS officers, remuneration will be on the basis of last pay minus pension.



**State Project Coordinator,
Assam State Disaster Management Authority.**

**Add. Secretary & S.P.C,
Assam State Disaster
Management Authority,
Dispur, Guwahati-06**



ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for: **Project Officer (District Disaster Management Authority)**
[Please put (✓) mark against the post]
Finance Officer

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- Employment Exchange Registration Card.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Sex : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2016) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

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