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Flood and River Erosion Management Agency of Assam (FREMAA)

4th floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati - 781029

DETAILED RECRUITMENT NOTICE

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for externally aided projects of Water Resources Department invites applications from eligible Indian citizens to provide the Services against the following position on contractual basis as mentioned in brief below. The interested candidates who fulfil the required qualification, experience, etc. may apply accordingly; in English language in the prescribed application format along with a signed cover-letter. The detailed Terms of Reference (TOR) and prescribed application format may be downloaded from FREMAA's website at www.fremaa.assam.gov.in.

SL	Post	Qualification	Exp	Remuneration
1	Finance Management Specialist	A qualified Chartered Accountant having at least 6 years of experience OR a candidate with a MBA in Finance OR a Master degree in Commerce from a recognised university.	10 years of experience in accounting and financial management at least 2-3 years in externally aided project is required with a proven track record in conducting financial management tasks. Knowledge of TALLY and other computerized accounting systems is required.	Rs 1,00,000/- to Rs 1,20,000/- per month (inclusive of Allowances and local taxes) and will be fixed during negotiations.

Other General conditions:

1. Selection would be through the process of interview.
2. The candidates shall have to bring all the original certificates/documents relating to age, qualification, and experience, etc. along with a set of self-attested copies of the same, for the interview, if shortlisted and called for interview. The Originals will be returned after corroboration with the self attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
3. Only Shortlisted candidates will be intimated and called for Interview/test.
4. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (ii) performance in the interview.
5. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may shortlist candidates having lesser years of experience for the interview/test. However, if selected they will be offered a lower Salary.
6. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.
7. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
8. Canvassing in any form will lead to disqualification and rejection.
9. Applications complete in all respects in the prescribed format available at FREMAA's website along with scanned copies of a signed cover letter and supporting documents of age, qualification and experience should be emailed to ceo-fremaa@assam.gov.in and hrms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF FINANCE MANAGEMNT SPECIALIST".and should reach the above mentioned email addresses latest by 16th April, 2023. Incomplete applications and applications received after the indicated deadline will not be accepted.


Chief Executive Officer
FREMAA

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Assam Integrated River Basin Management Project (AIRBMP)
TERMS OF REFERENCE FOR FINANCE MANAGEMENT SPECIALIST

A. Background of Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

B. Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. The Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

C. The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project components are as described below:

- Component 1: Institutional Strengthening and Strategic Studies
- Component 2: Integrated Water and Flood/River Erosion Risk Management-WRD
- Component 3: Integrated Flood/River Erosion Risk Management-ASDMA
- Component 4: Contingent Emergency Response

D. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency, Government of Assam, under the Assam State Water

Resource Department. FREMAA now invites applications from eligible Indian citizens to provide the Services of Finance Management Specialist. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

E. Scope of Work

1. **Facilitate in developing and establishing FM arrangements for the project:**
 - a. Assist in establishing a system of financial management planning, accounting, and monitoring during project implementation with effective MIS, in close liaison with Department of Finance, Water Resources Department (WRD), Assam State Disaster Management Authority (ASDMA), and other such project implementation units (PIUs) added from time to time by FREMAA, in consultation with the funding agencies.
 - b. Prepare a draft fiduciary (finance management) manual for the project; and suggest improvements in the same from time to time, to keep the FM Manual relevant.
 2. **Budgeting:**
 - a. Assist FREMAA in adequately forecasting funding requirement, annual budgets, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.
 3. **Fund Flow arrangement:**
 - a. Work with various PIUs to establish an effective fund flow arrangement – explore options of implementing Parent-Child Accounting, Just in Time Fund transfer etc.
 4. **Accounting:**
 - a. Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for FREMAA.
 - b. Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. (books of account) of the Project and Society on the accounting software.
 - c. Ensure proper maintenance of supporting documents, registers and records in accordance with generally accepted accounting principles.
 - d. Preparing quarterly financial reports to the government and external funding agencies, as per prescribed formats.
 - e. Prepare monthly statement of accounts along with Bank reconciliation of accounts for review of CEO, FREMAA.
 - f. Monitor expenditure incurred and process payments and disbursements as required under the project
 - g. Work with various PIUs to implement an effective accounting solution for proper maintenance of books of accounts of the project.
 5. **Statutory compliance:**
 - a. Preparation and filling of annual e-TDS Returns, Annual ITR of the Society, documents for IT exemption etc.
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- b. Obtaining registration under GST and all other applicable statutes from time to time and preparing and filing returns as required.
- c. Filing and preparation of various statutory returns applicable to society and issuing certificate to concerned parties.
- d. Filing of annual report and audited financial statements with the Registrar of Societies.

6. **Audits (internal and statutory):**

- a. Providing support for conduct of internal and external audits of the society, including assistance in selection & contracting of the audit firms.
- b. Monitor and support internal audit work. The Specialist will help in determination of internal audit plans, including coverage of high-risk transactions. Assist in framing internal control questionnaire in coordination with internal auditor.
- c. Ensure timely compliance of the audit observations and assist in ensuring that appropriate and timely follow up and remedial actions were taken at the Society as well as the PIUs.
- d. Undertake field visits and carryout random checks of books of accounts maintained by PIUs from time to time.

7. **Reporting:**

- a. Consolidate the financial position of the project with information from all PIUs.
- b. Prepare monthly Withdrawal Applications(WAs)/quarterly Interim Unaudited Financial Reports (IUFR) as per financing agreement with funding agencies.
- c. Preparation of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements
- d. Assisting in submission of WAs/IUFRs and Audit Reports to the funding agencies (online in the Client Connection portal), and any other reporting obligations to stakeholders.
- e. Provide timely FM inputs for preparation of annual and mid-term progress reports, and other such reports.

8. **Other matters:**

- a. Coordinate on FM matters with all relevant line departments in the state to facilitate project implementation.
 - b. Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
 - c. Conduct training and capacity building of the FM staff of WRD, ASDMA and other project implementation units (PIUs) to ensure maintenance of separate books of accounts for the project and related documentation.
 - d. Any other work as directed by the CEO/ Executive body/ Governing body of FREMAA from time to time.
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F. Deliverables:

Finance management manual, monthly/quarterly WAs/IUFRs, AFS, annual budgets and expenditure forecasts, expenditure progress reports, and other such reports solicited by the CEO, FREMAA; and any other deliverables arising out of the above mentioned tasks.

G. Qualification and Experience:

A qualified Chartered Accountant having at least 6 years of experience **OR** a candidate with a MBA in Finance **OR** a Master degree in Commerce from a recognised university with at least 10 years of experience in accounting and financial management. Experience of at least 2-3 years in externally aided project is required with a proven track record in conducting financial management tasks. Knowledge of TALLY and other computerized accounting packages is required.

H. Duration of Contract:

The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement. The consultant shall be based full time at the FREMAA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The Specialist will report to the CEO, FREMAA. The work and performance of the Specialist shall be reviewed by the project director on a periodic basis.

J. Facilities to be provided by FREMAA:

FREMAA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation and accommodation arrangements will lie entirely with the Specialist.

K. Remuneration:

Rs 1,00,000/- to Rs 1,20,000/- per month (inclusive of monthly allowances and local taxes) and will be fixed during negotiations. TA/DA admissible as per FREMAA norms.

L. Selection Method:

Selection of the FMS will be held through the process of interview.

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M. **Mode of Application:**

Applications complete in all respects in the prescribed format available at FREMAA's website along with a signed cover letter should be emailed to ceo-fremaa@assam.gov.in and hrms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF FINANCE MANAGEMENT SPECIALIST" and should reach the above mentioned email addresses latest by 16th April, 2023. Incomplete applications and applications received after the indicated deadline will not be accepted.

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. Maritial Status :
6. Nationality (attach a copy of evidence):
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) (attach a copy):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st Jan '2022) : ____Years ____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach a copies of certificates):



Sl.	Examination	Degree	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)	Summary of Services provided	Salary Drawn

** 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:

(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)

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

26. Do you have any criminal or corruption charges against you? (If yes furnish details)

27. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

28. 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 FREMAA 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 FREMAA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :

Signature of the Candidate

Place :

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 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, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**