DETAILED ADVERTISEMENT

Flood and River Erosion Management Agency of Assam (FREMAA)

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

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the Externally Aided projects of Water Resources Department, Assam, invites applications from eligible Indian citizens to provide the Services against the following posts on contractual basis as mentioned in brief below. The interested candidates who fulfil the required qualification, experience and age may attend the walk in interviews on the dates as mentioned below.

S/N	NAME AND NUMBER OF POSTS	ESSENTIAL QUALIFICATION	REQUIRED EXPERIENCE	SALARY	DATE AND TIME OF WALK IN INTERVIEW
	Finance Management Specialist One (01) post		project is required with a proven track record in conducting financial management tasks.	Rs 1,20,000/- per month (inclusive of monthly allowances and local taxes) and will be fixed during negotiations.	19/06/2023 11:00 - 3:00 pm
	Deputy Finance Officer One (01) post	in Commerce with specialization in Accountancy or Finance or intermediate level of CA/ICWA or equivalent may also apply. Knowledge and Proficiency of	financial management in a Government organization /PSU/Autonomous Body, etc, is required. Candidates who have worked in externally aided projects would be given preference.	60,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other	
	Assistant Finance Officer One (01) post		organization /PSU/Autonomous Body, etc, is required. Candidates who have worked in externally aided projects would be given preference.	50,000/- per month (inclusive of local taxes). TA/DA and other allowances admissible as per	23/06/2023 11:00 - 3:00 pm

Other General conditions:

- 1. Selection would be through the process of test/ walk in interview.
- 2. The detailed TOR may be seen in the following pages of this advertisement.
- 3. The candidates should appear for the walk in interview with a filled in application in the prescribed application format enclosed with this advertisement or can be downloaded from FREMAA's website at www.fremaa.assam.gov.in along with a signed cover-letter and self attested supporting documents as mentioned in the application format.
- 4. The candidates shall bring all the original certificates/documents for the walk in 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.
- 5. Appointment will be subject to background, documents and experience verification found compliant to the job requirements.
- 6. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (ii) performance in the interview.

7. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may select candidates having lesser years of experience for appointment. However, selected candidates with lesser experience will be offered a lower Salary.

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.

9. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.

10. Canvassing in any form will lead to disqualification and rejection.

(Dr Jeevan B., IAS)
Chief Executive Officer
FREMAA

TERMS OF REFERENCE FOR FINANCE MANAGEMENT SPECIALIST

A. Background of the Projects:

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.

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. 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) and from the Asian development Bank towards the cost of the Brahmaputra Flood and Riverbank Erosion Risk Management Project (BFRERMP). The proposed investment projects would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach in selected locations in the Brahmaputra and in a few of its tributaries. While details of project components and specific activities are being 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 Projects will also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions of Assam with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the special purpose vehicle or SPV i.e. Flood & River Erosion Management Agency of Assam (FREMAA) created under the administrative control of the Water Resource Department, Assam.

B. The projects shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam for all Externally Aided Projects of the Water Resource Department. FREMAA now <u>invites applications for the post of one Finance Management Specialist</u> from eligible Indian citizens to provide the Services of the positions as mentioned below. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility criteria and scope of work for are as follows:

A. 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.
- 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.

B. 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.

c. Qualification and Experience:

A qualified Chartered Accountant having at least 6 years of experience <u>OR</u> 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.

D. 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.

E. Reporting and Performance Review:

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

F. 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.

G. 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.

Terms of Reference for Deputy Finance Officer, FREMAA

A. Background of the Projects:

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 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) and from the Asian development Bank towards the cost of the Brahmaputra Flood and Riverbank Erosion Risk Management Project (BFRERMP). The proposed investment projects would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach in selected locations in the Brahmaputra and in a few of its tributaries. While details of project components and specific activities are being 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 Projects will also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions of Assam with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the special purpose vehicle or SPV i.e. Flood & River Erosion Management Agency of Assam (FREMAA) created under the administrative control of the Water Resource Department, Assam.
- C. The projects shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam for all Externally Aided Projects of the Water Resource Department. FREMAA now invites applications for the post of one Deputy Finance Officer from eligible Indian citizens to provide the Services of the positions as mentioned below. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The eligibility criteria and scope of work are as follows:

D. Eligibility Criteria:

- i) **Qualification:** A first class full time Masters in Commerce with specialization in Accountancy or Finance or intermediate level of CA/ICWA or equivalent may also apply.
- ii) Experience: At least 07 years of experience in financial accounting or financial management in a Government organization /PSU/Autonomous Body, etc, is

required. Candidates who have worked in externally aided projects would be given preference.

- iii) **Skills Required:** Knowledge and Proficiency of Tally ERP 9.0 is mandatory. Proficiency in MS Word, Excel and Power-point are also mandatory. Knowledge of working in PFMS would be given preference.
- iv) Age: Maximum Age limit is 50 years as on 01/01/2023.

E. Scope of Services:

The Officer is expected to assist and provide overall support to the CEO and the finance team of the PMU in smooth implementation through diligent financial management of the Project including tasks not limiting to the following as mentioned below:

- 1. Assist to stay on schedule as per annual work plan and budget (AWPB), and AWPBs of the PIUs and sub-projects including measuring sub-project indicators.
- 2. Assist to develop a quality and realistic AWPB for subsequent years of the subproject.
- 3. Assist in checking all bills/invoices received in regards to consultancies, civil works and goods and any other claims under the projects and submitting the same for approval.
- 4. Ensuring timely deposit of Salary, Allowances, GPF, Professional Tax and other project management expenditures and any other dues in Treasury/Banks etc.
- 5. Maintenance of Book of A/Cs and also responsible for ensuring of electronic maintenance of Book of Accounts.
- 6. Assist to produce required reporting documents of the projects and Quarterly and Annual Reports.
- 7. Undertake field visits and carryout random checks of book of accounts maintained by the PIUs.
- 8. Assist in monitoring progress against the AWPB.
- 9. Assist in monitoring sub-project outputs and outcomes against the sub-project indicators contained in the Results Framework.
- 10. Assist with procurement, records and maintenance of equipments, tools, where needed
- 11. Assist in Preparation and submission of reimbursement claims/Withdrawal Applications/IUFRs, Annual Financial Statements, Income and Expenditure Statements, Audit Reports etc.
- 12. Assist in Monitoring and supporting internal and statutory audits and ensuring timely compliance to audit observation.
- 13. Assist in preparation of financial reports and documents for attending Central and State Governments review meetings, organizing and/or implementing project review meetings with PIUs/MDB, etc. Record minutes of the meetings, circulate and follow up on the action taken report.
- 14. Assist in official communications and ensure smooth coordination among other Stakeholder Departments/Units, agencies and the MDBs.
- 15. Any other work assigned by Authority from time to time.

F. Reporting Requirements:

The Officer will report to the Finance Management Specialist of FREMAA. The incumbent will submit monthly/quarterly/annual reports on significant Financial Management activities and issues. The work and performance of the Officer shall be reviewed by the CEO, FREMAA on a periodic basis.

G. Tenure / Duration:

The contract with the incumbent would be signed initially for a period of one year and renewed based on performance as per HR policy of FREMAA.

H. Responsibilities:

The officer shall be fully responsible to manage his day to day works with the Project team with high dedication, integrity and ethical behaviour. The incumbent should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts in force and as per the policies of the MDBs.

I. Travel Requirements:

The incumbent 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 necessary.

J. Facilities to be Provided by FREMAA:

FREMAA will provide the following facilities and services:

- i) Office space including furniture and utilities.
- ii) Access to all reports, studies, data, photographs, maps, etc., relating to the works, access to all sites for surveys and investigations.
- iii) Counterpart staff to work with.

K. Remuneration:

Rs 50,000/ - 60,000/- per month (inclusive of local taxes). TA/DA and other allowances admissible as per FREMAA norms.

Terms of Reference for Assistant Finance Officer, FREMAA

A. Background of the 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.

Therefore, The Government of Assam (GoA) proposes to associate with the Asian Development Bank (ADB) for development of an integrated approach for management and river bank erosion in the Brahmaputra River basin in selected locations across Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the Asian development Bank towards the cost of the **Brahmaputra Flood and Riverbank Erosion Risk Management Project (BFRERMP)**. 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 total financial outlay of the project is US\$ 500 million which includes external assistance from ADB for an amount of US\$ 400 million and USD 100 million as counterpart funding from the State Government.

B. Goals and Objectives of the Project

- i) Reduce economic vulnerability and social disruption by flood and riverbank erosion in selected flood prone areas along the Brahmaputra main stem
- ii) Strengthen the institutional capacity for climate change-oriented flood and erosion management
- iii) Knowledge base for informed decision-making on preventive measures and the preparation of river stabilization guidelines and plans (D) Stabilization of selected river reaches integrating erosion and flood protection works.
- C. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam for all Externally Aided Projects of the Water Resource Department. FREMAA now invites applications for one post of Assistant Finance Officer from eligible Indian citizens to provide the Services of the positions as mentioned below. 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 are as follows:

D. Eligibility Criteria:

i) **Qualification:** A full time first class Masters in Commerce with specialization in Accountancy or Finance or intermediate level of CA/ICWA or equivalent may also apply.

- **ii)** Experience: At least 5 years of experience in financial accounting and management in a Government organization /PSU/Autonomous Body, etc, is required. Candidates who have worked in externally aided projects would be given preference.
- iii) **Skills Required:** Knowledge and Proficiency of Tally ERP 9.0 is mandatory. Proficiency in MS Word, Excel and Power-point are also mandatory. Knowledge of working in PFMS would be given preference.
- iv) Age: Maximum Age limit is 45 years as on 01/01/2023.

E. Scope of Services:

The Officer is expected to assist and provide overall support to the CEO and the finance team of the PMU in smooth implementation through diligent financial management of the Project including tasks not limiting to the following as mentioned below:

- 1. Assist to stay on schedule as per annual work plan and budget (AWPB), and AWPBs of the PIUs and sub-projects including measuring sub-project indicators.
- 2. Assist to develop a quality and realistic AWPB for subsequent years of the subproject.
- 3. Assist in checking all bills/invoices received in regards to consultancies, civil works and goods and any other claims under the projects and submitting the same for approval.
- 4. Ensuring timely deposit of Salary, Allowances, GPF, Professional Tax and other project management expenditures and any other dues in Treasury/Banks etc.
- 5. Maintenance of Book of A/Cs and also responsible for ensuring of electronic maintenance of Book of Accounts.
- 6. Assist to produce required reporting documents of the projects and Quarterly and Annual Reports.
- 7. Undertake field visits and carryout random checks of book of accounts maintained by the PIUs.
- 8. Assist in monitoring progress against the AWPB.
- 9. Assist in monitoring sub-project outputs and outcomes against the sub-project indicators contained in the Results Framework.
- 10. Assist with procurement, records and maintenance of equipments, tools, where needed
- 11. Assist in Preparation and submission of reimbursement claims/Withdrawal Applications, Annual Financial Statements, Income and Expenditure Statements, Audit Reports etc.
- 12. Assist in Monitoring and supporting internal and statutory audits and ensuring timely compliance to audit observation.
- 13. Assist in preparation of financial reports and documents for attending Central and State Governments review meetings, organizing and/or implementing project review meetings with PIUs/MDB, etc. Record minutes of the meetings circulate and follow up on the action taken report.
- 14. Assist in official communications and ensure smooth coordination among other Stakeholder Departments, PIUs, agencies and the MDBs.
- 15. Any other work assigned by Authority from time to time.

F. Reporting Requirements:

The Officer will report to the Finance Management Specialist of FREMAA. The incumbent will submit monthly/quarterly/annual reports on significant financial management activities and issues. The work and performance of the Officer shall be reviewed by the CEO, FREMAA on a periodic basis.

G. Tenure / Duration:

The contract with the incumbent would be signed initially for a period of one year and renewed based on performance as per HR policy of FREMAA.

H. Responsibilities:

The Officer shall be fully responsible to manage his day to day works with the Project team with high dedication, integrity and ethical behaviour. The incumbent should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts in force and as per the policies of the MDBs.

I. Travel Requirements:

The incumbent 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 necessary.

J. Facilities to be Provided by FREMAA:

FREMAA will provide the following facilities and services:

- i) Office space including furniture and utilities.
- ii) Access to all reports, studies, data, photographs, maps, etc., relating to the works, access to all sites for surveys and investigations.
- iii) Counterpart staff to work with.

K. Remuneration:

Rs 40,000/ - 50, 000/- per month (inclusive of local taxes). TA/DA and other allowances admissible as per FREMAA norms.

APPLICATION FORM FOR THE POSITION OF.....

1.	Full	Name of the candi	date (In Block	Letters):			
2.	Fath	er's/Husband' s N	ame :				
3.	Mot	her's Name :					Paste self attested Recent Passport
4.	Gen	der:					Photo
5.	Mar	itial Status :					
6.	Nati	onality (attach a co	py of evidence)	:			
7.	Peri	nanent Postal Add	ress (attach a c	opy of ev	idence):		
8.	Poli	ce Station:					
9.	Curi	rent Address:					
10.	Mob	oile No.:					
11.	Mob	oile No. (WhatsApp i	nessenger) :				
12.	Ema	il ID :					
13.	Pass	sport No. (If availab	<i>le)</i> (attach a cop	у):			
14.	Date	e of Birth (attach a	copy of evidence	e)(dd/mr	n/yyyy):		
15.	Age	(As on 1st Jan '2022)	:Years	mont	h(s)		
16.	Curi	rent Designation:					
17.	Curi	rent Employer's Fi	ıll Address wit	h contac	t email and phone	number:	
18.	Edu	cational Qualificat	ian (attach a ca	nios of so	ntificatos).		
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	3.	Others (if any)					
19.	Trai	ning details releva	nt to the posit	ion appli	ed (attach copies o	of certificates):	
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Sl.	Designation	Organization	From (mm/yyyy)	Summary of Services provided	Salary Drawn

^{**} Attach latest salary certificate.

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Comp	outer proficiency :				
Sl.	Program/Software/Applicat	tions	Excellent	Good	Average
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MPORTANT Notes:

- 1. Candidates shall complete this application in not more than 8 pages <u>strictly</u> 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 <u>applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.</u>