

Assam State Disaster Management Authority

Vacancy Announcement

Applications along with Prescribed Application form, are invited from intending retired Assam Finance Service (AFS) Officers only, 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 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	1 (one) No.

The application, complete in all respects in the prescribed application form and along with testimonials should be submitted on or before 13/1/20 / 3.00 PM and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) 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.

Further details along with prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/>,



**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

**Joint 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:

- Only retired AFS Officers shall be eligible to apply for the post.

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: Remuneration will be on the basis of last pay minus pension.

**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**
Joint 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 [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

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 superannuation records from Assam Finance Service (AFS).
- 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. Gender : Male Female

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

Date Month Year

4. Complete Age as on (01-01-2019) 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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10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06**, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.