



Umed- Maharashtra State Rural Livelihoods Mission (MSRLM)
5th Floor, CIDCO Bhavan, South wing, CBD Belapur, Navi Mumbai-400614
Phone No 022-27562552/54 Website: www.umed.in

Advertisement for Hiring of Various Individual Consultant for DDU-GKY

Maharashtra State Rural Livelihoods Mission (MSRLM) is implementing Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY). Applications are invited for the following Individual Consultants on contract basis.

| Position | No of Positions |
|-------------------------|-----------------|
| Expert Consultant | 2 |
| Senior consultant | 10 |
| Mid-level consultant | 27 |
| Junior level consultant | 3 |

Interested candidates who are fulfilling the selection criteria, are requested to send their application via email to ddugky.consultant@umed.in. Candidates are requested to visit www.umed.in or www.maharashtra.gov.in to find Eligibility Criteria, Job Description, Application Format and other relevant information. CEO, MSRLM has reserve the right to modify terms of reference or cancel the recruitment process without prior notice if needed. Last date for submission of application is 27th December 2019 upto 11.59PM.

Chief Executive Officer
Maharashtra State Rural Livelihoods Mission



महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान
पाचवा मजला, सिडको भवन, दक्षिण बाजू, सी.बी.डी.बेलापूर, नवी मुंबई-४००६१४.
फोन नं.०२२-२७५६२५५२/५४ संकेतस्थळ : www.umed.in

विविध वैयक्तिक सल्लागार निवडीबाबत

राज्यात 'दीनदयाल उपाध्याय ग्रामीण कौशल्य योजनेची अंमलबजावणी 'उमेद- महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान यांच्या मार्फत करण्यात येत आहे. या योजने अंतर्गत खालील पदे राज्य अभियान व्यवस्थापन कक्ष, नवी मुंबई तसेच विभागीय स्तरावर करार तत्वावर भरणे आहे.

| पदे | पदांची संख्या |
|--|---------------|
| Expert Consultant - तज्ञ सल्लागार | २ |
| Senior consultant – वरिष्ठ सल्लागार | १० |
| Mid-level consultant –मध्यम सल्लागार | २७ |
| Junior level consultant –कनिष्ठ सल्लागार | ३ |

वरील पदासाठी पात्रता निकष, मानधन, अर्जाचा नमुना व इतर माहिती www.maharashtra.gov.in व www.umed.in या संकेतस्थळावर उपलब्ध आहे. इच्छुक उमेदवारांनी विहित नमुन्यात अर्ज ddugky_consultant@umed.in या इमेल वर दि. २७ /१२ /२०१९ रात्री ११.५९ वाजेपर्यंत सादर करावा. अर्ज सादर करण्याच्या मुदतीत किंवा इतर काही बदल झाल्यास त्याबाबतची सूचना www.umed.in या संकेतस्थळावर प्रसिद्ध करण्यात येईल. अभियानाच्या गरजेनुसार पदसंखेत बदल करणे, अटी व शर्तीमध्ये बदल आणि कोणतीही सुचना न देता निवड प्रक्रिया रद्द करण्याचे सर्व अधिकार मुख्य कार्यकारी अधिकारी, महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान यांच्याकडे राखीव ठेवण्यात आले आहेत.

मुख्य कार्यकारी अधिकारी
महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान

Junior Consultants

Terms of Reference (ToRs) - DDU-GKY Project

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| Junior-Level Consultant – Finance and Accounts | 3 |
| Application Form | 7 |

Hiring of Individual Consultant

Junior-Level Consultant – Finance and Accounts

Terms of Reference

1. Introduction:

Maharashtra State Rural Livelihood Mission (MSRLM) is a nodal agency for implementation of DDU-GKY Project in the state of Maharashtra. Finance and Accounts unit of the DDU-GKY Project handles various responsibilities of financial system and administrative functions of the program.

2. Background

The Deen Dayal Upadhyaya Grameen Kaushlya Yojana (DDU-GKY) is a placement linked skill development program. DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 18-35 years. DDU-GKY is unique in its design and is part of the National Rural Livelihood Mission (DAY-NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with Ministry of Rural Development (MoRD) at the apex as the policymaking, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>

3. Objective of the Assignment:

As part of Operations Team; MSRLM is proposing 3 Junior-Level Consultants who will be responsible for assisting Mid-Level and Senior Consultant on financial management and accounting system of the DDU-GKY Program in compliance with organization's guidelines. This position will be based at State Mission Management Unit at CBD Belapur, Mumbai. Position involves regular field work within and outside of Mumbai in the Maharashtra State.

4. Scope of Assignment:

Scope of the assignment is as below:

- To collect and process data on routine financial tracking variables from PIAs.
- To assist finance team on budget monitoring of PIAs
- To assist processing release of funds / installments to PIAs and Districts.

5. Duties and Responsibilities:

- To assist finance team in ensuring PIAs are following financial management and accounting systems of the Program in compliance with the DDU-GKY SOP
- Maintain financial and administrative records in accordance with the DDU-GKY SOP
- To verify Utilization Certificates (UCs) submitted by PIAs.
- To assist in conducting First Month Audit, monthly verification and Annual audit of the accounts of PIAs.
- Providing support on disbursement scheduling, periodical review, review and analysis through financial information system (PFMS).
- To assist in Payroll processing of DDU-GKY State Team
- To assist in preparation of Quarterly Financial Reports for the program as per the time line.
- To maintain all project level financial documents and records at the state office.
- To assist project team in providing support on arranging logistics for all the trainings, workshops, meetings, travel of official teams.
- To update PFMS – ERP software on DDU-GKY Program and co-coordinating with the PIAs and District Offices for data update.
- To assist finance team in Capacity Building of SRLM / DMMU / PIA staff, as and when required.
- Any other work as assigned by the line manager.

6. Reporting:

The Consultant will work under the guidance of Senior and Mid-Level Consultants – Finance and Accounts. She/ He will report to the Senior Consultant / Mid Level Consultant – Finance and Accounts.

7. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give one-month notice or one-month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, CEO, MSRLM may terminate contract during the contract period.

8. Duration of the Assignment:

The assignment will be for a period of 11 months from the signing of the contract and it may be extended further depending upon the performance of individual consultant and requirement of MSRLM.

9. Data, Services and Facilities to be provided by UMED:

The Project will provide all the support to the consultant in carryout tasks:

- a) Access to all the records related to fulfillment of responsibilities as assigned above.
- b) Availability of office space equipped with Computer system, internet access, phone facility etc.

10. Review Committee and Procedure for Review

The performance of the consultant will be reviewed and monitored by a review committee constituted by the Chief Executive Officer of MSRLM on a Half Yearly / Quarterly basis at suitable place.

11. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

a) Educational qualification required:

Post-Graduation in Finance / CA / ICWA with 4 years experience or Graduation in finance / commerce with minimum 5 years of experience And 3 years of relevant experience in Finance / accounting / auditing

b) Essential Experience required:

1. Post Graduate in Commerce with not less than 60% marks in aggregate and 2 years' experience in Finance Management or MBA with Financial Management & Accounts as study subjects and 1 years' experience in Finance Management.
2. Fluency in English, Hindi and Marathi languages

c) Desirable:

Candidates having experience in handling of audit / accounts of Skill / Livelihood Projects of Government will be preferred.

Preference will be given to the candidates with minimum 1 Year experience in DDU-GKY Project

12. Number of Position:

3 Nos (location – CBD Belapur, Mumbai, Maharashtra)

13. Age Limit:

Candidate applying for the said position should not be more than 40 years as on 1/12/2019.

14. Professional Fee:

- a) The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
- b) A fixed full time Remuneration of upto **Rs. 45,000/- (Rs. Forty-Five Thousand Only)** per month will be paid against submission of work done for the Month of which the claim of honorarium is being made. In addition to this, consultant will also get Fixed Mobile allowance per month as per District Mission Manager / as per MSRLM's Policies.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.

- d) Fees to the Consultant shall be paid upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- e) In addition, MSRLM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TA/DA rates to District Mission Manager / as per MSRLM's Policies.
- f) If the contract is extended beyond one year, the remuneration will be increased up to 5 % depends upon the performance of the consultant reviewed by a Committee appointed by the Chief Executive Officer

15. Submission of Application:

- a) Application should be submitted in the format provided with this term of reference.
- b) Candidate need to convert application form in word format and type all detail information and sign on each page.
- c) Candidates are free to extend no of rows; there is no page limit to submit the application.
- d) Scan copy of application should be sent only on ddugky.consultant@umed.in on or before **27/12/2019** up to 11.59 PM.
- e) Applications received after the due date for whatever reason shall not be accepted.
- f) Candidates wishing to apply should mention Application for the position of Junior Level Consultant - Finance and Accounts in the subject line of an email.
- g) Incomplete applications or submitted in the other format will not be considered for the next selection process.
- h) Do not send any supporting documents along with the application.
- i) Any changes in the ToR, application submission date or any other information shall be published on www.umed.in website. Candidates are requested to frequently visit the website for the latest revision.

R.Vimala IAS
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission

Maharashtra State Rural Livelihoods Mission (MSRLM)
State Mission Management Unit (SMMU)

Application Form

To,
The Chief Executive Officer,
Maharashtra State Rural Livelihoods Mission
5th Floor, CIDCO Bhavan-Southwing,
CBD, Belapur,
Navi Mumbai- 400 614

Latest Passport
Size photograph of
applicant self
attested

Subject – Submission of Application for the position of

1. Applicant Details

| | |
|---|-----------------------|
| Name (first-middle-last) | |
| Date of birth (dd-mm-yyyy) | |
| Age as on 01/06/2019 | |
| Place of birth | |
| Gender | [] Male [] Female |
| Permanent address | |
| | |
| | |
| | Tel. No.: Mobile No.: |
| Current address (If different than permanent address) | |
| | |
| | |
| | Tel. No.: Mobile No.: |
| Email ID | |

2. **Notice period required in current Job:** days

3. **Educational Details (From S.S.C. onwards)**

| Sr. No. | College/ Institute | University / Board | Qualification | Mark % | Year of passing | Subjects/ Specialization |
|---------|--------------------|--------------------|---------------|--------|-----------------|--------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

4. **Other Courses / Additional Qualification**

| Sr. No. | Title of the course / qualification / award | Institute / University | Part Time/ Full Time | Duration & Year of passing |
|---------|---|------------------------|----------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |

5. **Workshops & Trainings Attended**

| Sr. No. | Name of the Program | Conducted by | Duration | Year |
|---------|---------------------|--------------|----------|------|
| | | | | |
| | | | | |
| | | | | |

6. **Experience Details:**

A) General Experience: (Mention Career Summary)

| S N | Name of Organization | Type of Organisation (Private, Govt, Semi Govt) | Position held | Joining date | Leaving date | Total Experience in Years, Month and Days | Detailed Role & Responsibilities handled. |
|-----|----------------------|---|---------------|--------------|--------------|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**B) Details of Relevant Experience: Experience related to Job Description.
(As per Scope of Work and Duties & Responsibilities mentioned in the ToR)**

| S N | Name of Organizatio n | Type of Organisatio n (Private, Govt, Semi Govt) | Positio n held | Joinin g date | Leavin g date | Total Experience in Years, Month and Days | Detailed Role & Responsibilitie s handled. |
|--------|-----------------------------|--|-------------------|------------------|------------------|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

C) Summary of Experience

- Total Work Experience: _____ Years _____ Months
- Total Relevant work experience _____ Years _____ Months
- Total Work Experience on Government Projects _____ Years _____ Months

7. Please write why you find yourself suitable for this position in minimum 200 words:

8. Details of the current / last employment:

| Current/Last Employer Place | Per month Salary in Rs. | Annual Salary in Rs. |
|-----------------------------|-------------------------|----------------------|
| | | |

9. Languages Known

| Sr. No. | Languages | Speak | Read | Write |
|------------|-----------|-------|------|-------|
| 1 | English | | | |
| 2 | Marathi | | | |
| 3 | Hindi | | | |
| 4 | Any Other | | | |

Please mention fluency level (**Very Good/Good/Poor**)

10. Extra-Curricular Activities / Interests

11. Any other information the applicant would like to mention : (Research papers, Publications, Membership with professional organizations, International exposure etc.)

12. Computer Skills Details:

(1)

(2)

(3)

13. References:

| Sr. No. | Name | Contact No.and email id |
|---------|------|-------------------------|
| 1. | | |
| 2. | | |

I,undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge. I understand that in the event of any information being found untrue / false / incorrect or I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated without assigning any reasons thereof. I also understand that MSRLM may take action on me for providing invalid and inaccurate information.

Date:

Place:

Signature: