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ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMM

ST & SC DEVELOPMENT DEPARTMENT

2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022

Notice No. 3533 /Date : 28/10/2022 /



SHORT-TERM ENGAGEMENT OF ACCOUNT ASSISTANT (AUDIT) AT PMU, OPELIP.

Programme Director, OPELIP invites applications from eligible candidates for engagement of one **Account Assistant (Audit)** on short term basis to be positioned at PMU, OPELIP, 2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022. Application form along with detailed ToR can be downloaded from our official website i.e. www.opelip.org. Last date of receipt of applications **by post/courier only 11th November, 2022 at 05.00 PM**. Application beyond the dateline will not be considered.

Only shortlisted candidates will be called for Interview for empanelment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

**Sd/-
Programme Director**

Terms of Reference (ToR) of Engagement of Accounts Assistant (Audit) on contractual basis with

Place of Posting : PMU, OPELIP, Bhubaneswar
Name of the post : Accounts Assistant(Audit)

Qualification:

- Must have passed Inter ICAI (Chartered Accountant)/Inter ICWAI (Cost Accountant) or Holder of Master's Degree in Commerce as an alternate qualification

Experience:

- In case of Inter ICAI/ Inter ICWAI, minimum of 3 years' experience in financial planning, audit, in the public or private sector of repute projects.
- In case of holder of Master's Degree in Commerce, minimum 2 years of experience in financial planning, audit, in the public or private sector of repute or projects.
- Computer literacy and proficiency in Tally and use of spreadsheets, Good knowledge of Accounting Standards and Chart of Accounts.
- Knowledge of audit requirements for financial compliances.
- Communicable knowledge in English and local language.


Age:

Maximum 40 years as on 01.07.2022

Reporting to: Manager (Finance), PMU, OPELIP

Job Description: Accounts Assistant(Audit) shall have following tasks:

- a. Preparing financial statement of the programme.
- b. Prepare work plan for the internal and statutory audit of the programme at PMU & MPA, and follow-up with MPAs/PMU for completion of financial records within the timeline for audit.
- c. Review the fund release and expenditure, ageing of advances, delays in submission of monthly expenditure by MPAs and follow up with the concerned staff for timely completion of settlement of advances and monthly financial reporting.
- d. Ensuring compliance with loan covenants and financial and administrative regulations of OPELIP for the financial expenditure.
- e. Follow up all audit objections and observations for resolution.
- f. Regular follow up and monitoring with the MPA Accounts staff for financial reporting.


Signature of Manager (Finance)

- For*
- g. Verify and consolidate Tally data of all MPAs with PMU, OPELIP compliance to Schedule 2 Loan categories.
 - h. Regular monitoring of deposit of statutory liabilities and returns to ensure no delays in the timeline of deposit/filing of return.
 - i. Verify documentation & financial scrutiny during payment process;
 - j. Maintain updated disbursement record and Status of expenditure by component and loan categories. *214*
 - k. Any other matter as may be assigned by the Programme Director.

Consolidated remuneration: Rs.35,000.00 per month.

[Signature]



APPLICATION FORM

Position applied for	Accounts Assistant (Audit) in PMU, OPELIP.	Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms, Miss, Mrs, Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile No.:		
Telephone - Residence		
Telephone Office		
Email address		
Age (As on 28.10.2022)		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

3. Computer Literacy:

(Mention all software known/used)

Application/Software Known	Knowledge level (Basic / Intermediate/ Advance)	Remarks

4. Employment / Experience Records

Sl. No.	Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

5. Language Proficiency (Please tick in the Appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

6. Reference: (Two person with whom you are professionally reported)

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant