

TOR FOR THEMATIC EXPERT – FINANCE AND ACCOUNTS

1. SCOPE OF WORK:

The **Thematic Expert – Financial Management** will play a key role in ensuring that the fund flow to the RSETIs is ensured as per Government guidelines and SOP protocols. As RSETIs are funded by the Ministry of Rural Development, Govt. of India through the State Rural Livelihood Missions (SRLMs), it is very important to ensure proper and adequate fund flow is maintained. Thematic Expert (Financial Management) shall be responsible for and perform the following tasks:

- I. Planning and budgeting for RSETI training, getting them from the RSETIs/Banks/States and consolidating as per approved rates and format.
- II. Scrutinizing the budget and getting them approved by the competent authority in the Ministry.
- III. Support and assist the MoRD leadership on maintaining adequate fund flow to the States/Banks/RSETIs.
- IV. Scrutinising State claims and placing before the competent authority in the Ministry for approval following GFR guidelines.
- V. Scrutinising claims received from NIRD & PR related to infrastructure development of RSETIs and placing before the competent authority in the Ministry for approval following GFR guidelines.
- VI. Liaisoning with the IFD and promptly attending their queries on RSETI related files.
- VII. Attending all finance related files of NAR and other funded organisations.
- VIII. Resolving fund flow issues if any between the SRLMs and the Banks as per the guidelines.
- IX. Any other task assigned by the Joint Secretary, Skills Division, Ministry of Rural Development/Director General, National Academy of RUDSETI in relation to this assignment

2. MINIMUM ELIGIBILITY CRITERIA

- I. Graduates in any disciplines
- II. Retired-Bank Executive or Retired officers who held at least level 12 post in pay matrix as per 7th pay commission from Central Govt./State Govt./Central autonomous bodies or Chartered Accountants or Cost & Management Accountants
- III. Minimum 6 years of post qualification work experience in case of non-retired applicants

3. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- I. Familiarity with General Financial Rules (GFR)
- II. Experience in dealing with financial management of Externally Sponsored Schemes/ Projects of the Government implemented in the social sector.
- III. Knowledge of Statutory requirements relating to Income Tax, GST, etc.
- IV. Working knowledge of maintaining Books of Accounts on Accounting software and operation of Public Finance Management System (PFMS).
- V. Articulate, analytical and social skills and ability to empathize with diverse sets of people
- VI. Comfortable in coordinating with pan-India teams and should be able to highlight past experiences showcasing multi-state coordination
- VII. Proven track record of working on national level skill development projects with Central Ministries/Departments
- VIII. Advocate effectively, communicate sensitively across different constituencies.
- IX. Knowledge on functioning of RSETIs, other skill development training Institutes.
- X. Fluency in English and Hindi

XI. Willingness to travel to rural areas

4. **MAXIMUM AGE LIMIT:**

Age of candidate should not be more than 62 years as on last day of application.

5. **REMUNERATION:**

Consolidated remuneration for this position will be Rs 100,000/- (Rupees one lakh only) per month.

6. **TERM & LOCATION:**

The term of contract shall be valid for one year. The expert shall be based at PMA office of NAR in New Delhi and may involve travel to all over the country based on need.

7. **REPORTING:**

The Expert shall report directly to DG, NAR or to any other person assigned by JS (Skills).

8. **GENERAL CONDITIONS:**

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- The job may involve extensive travel to rural areas
- In case of large number of applications, the Academy may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The Academy reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.

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