

# Government of Rajasthan

Rajasthan Health Systems Development Project  
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No. F.1 (3 )/RHSDP/SPC/Const/2010/

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Date: 10.3.10

## Letter of Expression

The Project Director, Rajasthan Health System Development Project, Government of Rajasthan invites applications from individuals for job of consultant chartered Accountant (Post-1) on contract basis.

### Qualification & Experience.

The person must Qualified Chartered Accountant degree with 4 to 6 years experience. The person must have experience with the use of the self accounting package & use of excel and word etc & also experience of strong accounting skills including consolidation or accounts. Skill in working on computers also required.

### Desirable:-

1. Preferably exposure to World Bank/IDA Projects.
2. Experience in computerization of accounting systems.
3. Development of financial procedures & guidelines by way of a financial manual.

Detailed Terms of Reference, criteria job responsibility and other conditions are available on our Website <http://rajswasthya.nic.in>. For further queries the project office can be contacted during office hours at the address mentioned above.

The application should contain applicant's Name, Father's Name, Age, Office & Residential Address with Telephone Number, E-Mail Address, Qualification and experience supported by attested photo copies of relevant papers must reach at Project office by 6.00 pm latest by 23.03.2010.

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Special Secretary & Project Director  
c/c RHSDP

# Terms of Reference (TOR ) for the Qualified Chartered Accountant

## **JOB DESCRIPTION:**

The Consultant Finance will be required to handle /provide support in all accounts and financial matters pertaining to Rajasthan Health Systems Development Project (RHSDP) funded by IDA including financial sanctions, release of funds to District Project Management Units, settlement of advances, monitoring of expenditure and re-imburement from IDA. More specifically the responsibilities will include:

1. To spearhead and effectively manage the implementation of the computerized Project Financial Management System at the PIU/DPMU's
2. Key role in ensuring timely consolidation of accounts/financial statements at the state level (of all the District Project management Units).
3. Ensuring (by way of training & support) that common reporting formats as developed by the financial consultant/ provide in financial manual are used by DPMU's in order that consolidation of accounts is facilitated at State level.
4. Facilitate in getting the accounts of the PIU/DPMU (stand alone and consolidated for the state) audited in accordance with the TOR agreed with the IDA.
5. Monitore expenditure and receipt of SOE claims from the stated and submission of quarterly FMR's to the IDA.
6. Coordinate with the IDA and the State Finance Dept. on all financial matters.
7. Monitor and review monthly expenditure reports against budgets received from DPMU's/prepared by the PIU.
8. Prepare consolidated reimbursement claims to be sent to the IDA on a monthly/quarterly basis.
9. Render financial advice to the project on all financial matters.
10. Prepare and review budgets for PIU/DPMU's.

## **Essential :**

1. Qualified Chartered Accountant (4 to 6 years experience)
2. Strong accounting skills, incl. consolidation or accounts
3. Experience with the use of off the shelf accounting packages and use of excel, word etc.

## **Desirable :**

1. Preferably exposure to World Bank/IDA projects
2. Experience in computerization of accounting systems
3. Development of financial procedures and guidelines by way of a financial manual.

### **Schedule for completion of tasks:**

1. Consultant shall begin carrying out the services within two weeks from date of signing of consultancy contract agreement.
2. The consultancy contract shall be for the project period. However, initially the contract will be for a period of one year from the date of commencement of services by the consultant which will subsequently be extended by one year each based on the performance of the consultant at the end of the preceding one year.

### **Remuneration :**

The appointee shall be paid a consolidated pay of Rs. 30,000/- per month and shall not be eligible for any taxes, other allowances and increments

Extensive tours inside and outside the she shall be eligible for T.A./D.A. as applicable (8000-12000) scale of state service officer of GOR at minimum pay scale.

### **Other :**

- (i). No private assignments will be allowed during tenure of contract period.
- (ii). The candidate shall be eligible for 10 days casual leave in a year.
- (iii). Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bond Advance, Promotion, Pension, medical reimbursement etc.
- (iv). The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehaviour or negligence.
- (v). This contract appointment shall not be considered as permanent for any reasons whatsoever.
- (vi). During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
- (vii). In case any of the above conditions are violated the appointment automatically stands cancelled.
- (viii). Advertisement is the part of this contract.

### **Review Committee will consist of following members.**

- Project Director, RHSDP
- Additional Director, (Technical)
- FA & CAO, RHSDP

Review Committee will review and monitor the effectiveness of working of the Consultant. All final out puts submitted by the Consultant including reports will be reviewed.