

Job Description

Consultant -Public Financial Management System& Banking (PFMS &B)

Name of the Position		Consultant – (PFMS&B)					
Location		Conference Hall, Jeevika Office, 1 st Floor, Vidyut Bhawan, Annex-2, Bailey Road, Patna, Bihar-800021.					
No. of Vacancies: 01 (One)							
No. of vacancies	Unreserved	EWS	OBC	EBC	SC	ST	WBC
01	0	0	0	01	0	0	0

Eligibility Criteria

Essential:

Qualification :

- Post Graduate qualification in Business Administration (Finance), Banking and Finance, Commerce, Financial Management, Computer Application, Information Technology, Computer Science, Economics or B.E/B.Tech (IT)

Experience:

A minimum of 3 years post qualification experience in a Managerial Role in operating a Web Based Financial Monitoring & Management system of Central/ State Government such as PFMS or a similar web-based Financial Management System applicable for Social Sector Programmes.

Preferred Experience:

- Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory.
- Candidates must be able to analyse and solve complex problems and possess the ability to work effectively within teams and manage multiple stakeholders.
- Candidates with strong skills in math, System communication, analysis, and experience in the sanitation sector will have an advantage.

Summary of Roles and Responsibilities :

The incumbent will coordinate and manage the payment processes across all the stages of beneficiary enrolment, recording of events, payment execution, and monitoring of payments, accounting, and audit-related functions and components under LSBA. Her/ his major duties and responsibilities will include the following:

- Provide a full range of services including the development of financial plans, preparation and audit of payments to beneficiaries, and salary and allowance payments as per policy guidelines.
- Ensure accurate and timely financial data and processing as per users requirements.
- Record, analyse and report financial data and plans for the prevention of waste, fraud, and mismanagement.
- Establish and maintain close relations with bank officials and resolve payment-related issues.
- Develop and maintain financial management system, ensure compatibility, and synchronize with requirements of the user, bank MIS, and National PFMS portal.
- Timely support and coordination with multiple stakeholders on aspects of fund flow; finance, accounts, and audit; and, Information Technology (IT).

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- Development and implementation of accounting procedures for LSBA in the state in consultation with officials and its rollout in the district.
- Prepare Monthly accounting reports for all districts.
- To conduct and provide training, handholding, and IT support to officials at the district and block level for disbursement of payment under LSBA to beneficiaries.
- Assist officials on any queries related to the PFMS Module Application/ Resolve any technical or other issues faced by users of the application/Escalation issues to State Coordinator/ State Consultants in a timely manner.
- Monitor daily progress of payments made by banks and report to the State Coordinator.
- S/he will also have to undertake extensive field visits to ensure the quality of project/program interventions.
- Implementation and Monitoring of SNA Sparsh should function smoothly at state, district and block level.
- Any other duties and responsibilities that may be assigned as part of official requirements.

Remuneration:

Consolidated remuneration @ Rs. 40,000/- per month and others allowance as per applicable by LSBA.

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DETAILS OF WALK-IN-INTERVIEW

1. APPLICATION PROCESS:

The candidate should bring the duly filled-in application form (Refer to Annexure I) along with the originals and self-attested photocopies of the following documents at the time of the walk-in interview:-

- a) Two recent passport-size colour photographs.
- b) Two copies of self-attested resume.
- c) Filled up the application form (Refer to Annexure for the application format).
- d) Photo identity proof (Aadhar/ Driving License/ Passport/ Voter ID Card).
- e) Permanent/ temporary address proof.
- f) Proof of Date of Birth - Copy of Marks sheet of Xth class or School Leaving Certificate.
- g) All educational qualifications from Xth onwards (mark sheet and certificates) till the last qualification. Candidate needs to ensure that he carries a marks sheet and certificate for the required essential qualification for the applied post.
- h) The applicants claiming for reservation under the SC/ST category shall have to submit a Caste Certificate and Domicile certificate (In the case Of unmarried/ married female candidates Caste certificate and domicile Certificate need to be issued in the name and address of her father) issued under the signature and seal Of the Circle Officer, otherwise they will not get the benefit of reservation.
- i) In the BC, EBC, and MBC categories Caste certificate issued by the competent authority as the Government of Bihar format needs to be submitted along with a Non-Creamy Layer certificate and Domicile certificate (In case of unmarried/ married female candidates Caste certificate and domicile certificate needs to be issued in the name and permanent address of her father) by the applicants in order to avail benefit of reservation.
- j) Experience certificates as evidence of post-qualification experience from the concerned employer. (In the absence of a work experience certificate, candidates may submit the joining letter and relieving letter/ Order and in case of serving the current employer the candidate needs to submit the latest salary slip/ certificate).
- k) NOC from the competent authority is required if the candidate is working in any Govt. or Govt. PSU organization.

II. NO OBJECTION CERTIFICATE:

Those who are working in Govt. or Govt. PSU organizations have to submit a "No Objection Certificate" from their organization along with the application.

III. ANNEXURES:

Self-attested photocopies of Degrees, Certificates, Marks sheets, Age proof, in case of claiming reservation domicile certificate, Caste certificates, non-creamy layer certificate etc. As per the list mentioned in point number 1 need to be annexed to the hard copy of the application and the same shall be produced in Original along with photocopy for verification at the time of document verification/ interview.

IV. EDUCATION QUALIFICATION & EXPERIENCE:

Essential

Handwritten signatures:
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- The candidate needs to bring all educational qualifications from Xth onwards (marks sheet and certificates) till the last qualification. Candidate needs to ensure that he carries a mark sheet and certificate (original as well as self-attested photocopy) for the required essential qualification for the applied post.
- Experience certificates as evidence of post-qualification experience from the concerned employer. (In the absence of a work experience certificate, candidates may submit the joining letter and relieving letter/ order and in case of serving the current employer the candidate needs to submit the latest salary slip/ certificate).

V. SELECTION PROCEDURE:

(A) Registration

- (i) All the candidates who will come for a Walk-In interview will be registered at the Registration Desk and will be provided with a registration number. In order to participate in a walk-in Interview, it is mandatory for the candidates to get himself/ herself registered at the venue during the specified reporting time (as mentioned in the advertisement) and obtain a registration number. After registration, the candidate will be sent to the Document Verification Team for the candidate's document verification.

(B) Document Verification

- (i) After the registration process, the Document Verification Team will screen the application and documents received from the candidates as per the published TOR.
- (ii) During document verification if any discrepancy is found by the Document Verification Team, then an exception report shall be submitted by them on which decision regarding the candidate's eligibility will be taken by the appointing authority.
- (iii) The Document Verification Team will then shortlist the application of the Candidates who are meeting the eligibility criteria.
- (iv) The candidate whose application is found eligible during the Document Verification Process will be sent for participation in the Group Discussion. Please note that candidates not fulfilling the eligibility criteria will not be able to participate in the Group Discussion and Personal Interview.

(C) Group Discussion & Personal Interview

Total Marks allocated to Group Discussion is 30 and total marks allocated to interview is 20, The Final list of qualified candidates will be prepared after adding Group Discussion Score and Personal Interview Score. After filling available post, candidates shall be kept in the waiting list. Any vacancy arising because of no joining by selected candidates in this Walk-In Interview, the post will be offered to the candidates from the waiting list according to their merit. The Waiting list will be valid for 1 year.

- (i) All candidates must provide phone numbers and email id, for faster communication about such vacancies.
- (ii) Experience/Age/etc. will be counted as on the date of 31st May 2025.

VI. TERMS & CONDITIONS:

- a. Candidates are not entitled to any TA/DA for attending the walk-in interview.
- b. Reservation benefits can only be availed by Candidates who are domiciled of Bihar State. For this candidate must produce an original and self-attested copy of the domicile certificate

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issued by the competent authority. In case of any wrong entry in the caste category in the application form, the candidature will be considered for the unreserved category.

- c. Candidates from the State of Bihar who are claiming reservation in their respective reserved category (ST/SC/BC/EBC/MBC/EWS) must submit the Caste/ Section certificate along with permanent residential proof in the prescribed format issued by the competent authority. Candidates having domicile in other states will be treated under the Un-reserved category.
- d. Candidates cannot claim for employment regularization in any case.
- e. The selected candidate once he/she joins shall remain on probation period for the first three months after the agreement starting date. If the services of the contractual employee are not found satisfactory as per the desired expectations set up by the concerned authority in the probation period, the agreement may be terminated by the Society after the expiry of the probation period by assigning reasons thereof without giving any notice.
- f. The recruitment may be valid till 60 years of age subject to the conditions mentioned as following conditions.
 - (i) Satisfactory performance evaluated by the appointing authority,
 - (ii) Continued requirement of the position by the society, and
 - (iii) Approval of the position by the Government of Bihar and Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India.
- g. At the end of 60 years, the term of employment may be extended further for 5 years till the age of 65 years subject to the conditions mentioned below:
 - (i) The contractual employee is in good health to continue the service,
 - (ii) Throughout his term of employment, the contractual employee has maintained honesty and integrity,
 - (iii) Satisfactory performance of service evaluated by the appointing authority
- h. All employees are required to give a notice, in writing, in accordance with the appointment letter/ employment contract, if they wish to terminate their employment relationship with Lohiya Swachh Bihar Abhiyan. The notice period is 30 days or compensation in lieu thereof. Thus, all the employees recruited by Lohiya Swachh Bihar Abhiyan (LSBA) will have the 1/4th (One fourth) salary of their first four months which is the total of one month's salary deposited with LSBA, which will be used in lieu of compensation in case employee fails to serve 30 days of the notice period. On completion of the said notice period or on the completion of his/her contract, the said deposited amount will be turned in to the employee.
- i. Any claim for regularization of employment shall not be entertained in the future.
- j. The candidate should not have been convicted by any Court of Law.
- k. Canvassing of any kind will lead to disqualification.
- l. The prescribed qualification is minimum and merely possessing the same does not entitle any candidate for selection.
- m. She/he is expected to confirm to the rules of conduct and discipline as applicable to the LSBA employees.
- n. If the appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate
- o. The appointee is entitled to all the benefits which are applicable to LSBA contractual employees.
- p. If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that he/she has furnished incorrect false information/certificate/documents or if the candidate has wilfully suppressed any material information relevant to this appointment, his/her candidature will be cancelled. In Case such a candidate gets appointed, he/she will be liable to be

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removed from the service and any other action will be taken as deemed fit by the appointing authority.

- q. Applications that are incomplete in detail, not eligible, or without all the required enclosures will be rejected. Incomplete applications in any aspect will be summarily rejected.
- r. The decision of the competent authority regarding the selection of candidates will be final and no representation will be entertained in this regard.
- s. Any important information including corrigendum/ changes/ updates and information/ general instructions during the course of the recruitment process and on selected candidates shall be made available either through the website or on the email ID provided by the candidates. Therefore, candidates must provide a valid email ID and simultaneously track the website for updates.
- t. The Email ID and Mobile number should be kept active till the completion of this recruitment process. Email ID and Mobile number once given cannot be changed by the applicant under any circumstances.
- u. The Lohiya Swachh Bihar Abhiyan reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- v. Court of jurisdiction for any dispute will be restricted to Patna only.



LOHIYA SWACHH BIHAR ABHIYAN, BIHAR

Application Form

(To be filled by the Officer, LSBA)

Registration No

(To be filled by the candidate in CAPITAL LETTERS)

1. Post Applying For*

(i) Please paste one passport-size photo 3x4"

2. Date of Walk-in-Interview

(ii) Attach one color photo with the application form)

3. Name of the Candidate
(As in 10th Certificate) *

Personal Details

4. Category
(UR/EWS/MBC/BC/EBC/SC/ST/BC
(F))

4a. Do you claim for reservation
(Yes/No)

4b. If Yes,
Submission of Non-Creamy
Layer Certificate (Yes/No)

4c. Xerox Copy submitted
(Yes/No)

5. Do you claim for reservation
against persons with disability (PWD)
(Yes/No)

5a. If Yes,
Percentage of disability

5b. Xerox Copy
submitted (Yes/No)

6. Sex (Male/Female)

7. Name of Father (As in 10th
Certificate) / Husband

8. Name of Mother

9. Date of Birth (DD/MM/YYYY)

9a. Age (As on 31.10.2023)

Years

Months

Day

10. Resident of Bihar (Yes/No)

Xerox copy
attached
(Yes/No)

18. Details of work Experience (If any)

S.N.	Name of Employer	Designation	From	To	Total experience in month	Xerox Copy Submitted (Yes/No)

19. For Reference Check (Please provide the following details)

1) Name & Designation :		2) Name & Designation :	
Mobile No.:		Mobile No.:	
Email ID:		Email ID:	

20. Declaration by the candidate

I hereby declare that all the above information and documents submitted are correct. I understand that in the event of any information being found suppressed/false or incorrect or any ineligibility being detected before or after joining, my Candidature/ appointment is liable to be cancelled and legal action may be taken against me.

Name & Signature of the candidate

Date:

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21. (To be filled by Document Verification Team, LSBA)

19.a Remarks on Academic & Professional Qualification

19.b. Remarks on Working Experience (if any)

22. Status of Document Verification (To be filled by Document Verification Team)

Qualified/Conditionally Cleared/Disqualified:

Any other remarks:

Name & Signature of Document Verification Team

Date

QOM