

## **Walk-in-Interview**

**Odisha Model Tribal Education Society (OMTES)**  
**Adivasi Exhibition Ground, Unit-1, Bhubaneswar**  
**Phone No.-0674-2598220, website-www.omtes.org**

Application are invited from the eligible candidates for contractual engagement in the following posts at OMTES under the administrative control of ST & SC Dev. Deptt., Govt. of Odisha.

### **Finance Manager:**

Persons who have completed Chartered Accountants-Intermediate Examination from Institute of Chartered Accountants of India with 3 years Internship training as per ICAI norms and having working experience of minimum 2 years in Tally ERP are eligible to apply. The candidates should be below 50 years of age.

**Remuneration:** Rs. 20,000 consolidated.

**Date of Walk-in-Interview-30.11.12 at 11 AM**

The TOR and application format can be downloaded from the website of ST & SC Dev. Deptt., **[www.odisha.gov.in/stsc/index.htm](http://www.odisha.gov.in/stsc/index.htm)** and from OMTES website, **[www.omtes.org](http://www.omtes.org)**

Deputy Secretary, OMTES

**APPLICANT FORMAT FOR THE POST OF FINANCE MANAGER , OMTES**

1. Name of the candidate
2. Address of correspondence
3. Mobile Number
4. E-mail Address
5. Date of Birth
6. Age as on 30.11.12
7. Category (SC/ST/OBC/Others)
8. Sex

**Educational Qualification:**

Qualification	Board/University	Year of Passing	Division	% of Marks secured

**Experience:**

Name and address of the Employer	Your designation in the establishment	Period in years.	Brief description of work	Salary drawn

**Declaration:**

I do hereby declare that all statements made in the application 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 / engagement will be cancelled without any notice.

Date:  
Place:

**Full signature of the applicant**

# **TOR**

## **Finance Manager**

The job chart will involve the following:-

- Preparation of Annual Budget.
- Sanction of Funds / Allotment.
- Audit of Institute (Internal).
- Audit Compliance in respect EMRS / Educational Complex
- Inspection Report of Educational Complex.
- Checking and verification of Cash books.
- Ensuring implementation of Tally in each EMRS & supervision.  
Roll out Tally in model education complexes in future.
- Training on Accounts.
- Guard File relating to Accounts.
- Checking of vouchers, Book keeping and maintenance of cash book.
- Cheque Books, Reconciliation of Bank Accounts.
- Preparation of monthly / Annual Consolidated Financial Statement of (EMRS / OMTES / Educational Complexes).
- Monthly Salary Bills of OMTES Staff.
- Internal Audit of the EMRS / Educational Complexes.
- All Correspondences relating to Accounts / Finance.
- Assisting in Budget Preparation.
- Income Tax, TDS, VAT, Filling statutory reports of returns.
- Submission of UCs.
- Collection of I.R / Audit Report from the Field.
- Other works as and when assigned.
- He will be point person of all financial transactions of the Society.
- Ensure timely and properly maintain the accounts of the Society.
- Ensure the implementation of the internal control system of the Society.

- Ensure timely closure of accounts in all Units and Consolidation of the same.
- Internal inspection and audit for a period of 4-5 working days in a month to selected units of the society.
- Ensure the Reconciliation of Bank Accounts, Utilisation Certificates and end use of the allocated funds across the Society.
- Timely closure of accounts, audit, and financial reporting.
- Ensure and support timely financial training, Audit of the Society.
- Ensure timely completion and reporting of financial M-I-S.
- Ensure all types of Legal Compliances such as TDS, EPF, Income Tax matters etc.

### **OTHER CONDITIONS OF TOR**

- The engagement of the above category of staff will be contractual in nature with fixed monthly consolidated remuneration.
- After being engaged by OMTES the concerned employees shall submit a joining report in the OMTES .
- He/She shall obey the instructions of OMTES and shall discharge the duties as assigned by OMTES through the officers authorized for the purpose.
- The 2<sup>nd</sup> party or the employee will work efficiently and diligently to the best of his / her ability and to the satisfaction of OMTES authority.
- The 2<sup>nd</sup> party will be paid a consolidated remuneration per month.
- The employees of OMTES will not claim any other facilities as State Government employees unless otherwise decided by OMTES from time to time.
- The employees of OMTES will not be eligible to get any other allowances and shall claim no other dues except remuneration. The employee of OMTES can avail 10 days leave and 5 days special leave at the maximum in a calendar year during their period of engagement. However such leave can be availed at the discretion of the controlling officer under whom the employee will work. But as a matter of fact the employee of OMTES will not be entitled to any other kind of absence beyond authorized leave. If he/she remains absent without permission / authorized leave proportionate amount will be deducted from the remuneration of concerned employee.

- If the employee remains unauthorized for continuous period of 15 days leave or more his/her engagement will automatically be terminated. But however in the matter of grave situation, the authority may allow one-month leave with remuneration at his discretion.
- The lady employees will however be entitled to maximum 3 months materially leave over and above 15 days special leave with full remuneration having less than two surviving children.
- In the event of any mis-conduct by the employees he/she shall be liable for immediate dis-engagement by the OMTES. Misconduct for the purpose would mean the criteria mentioned in the Odisha Service Code.
- In the event of any unsatisfactory performance by the employee by the employee he/she is liable of immediate dis-engagement by OMTES with a written notice. OMTES will not be liable to pay remuneration for any injury during the period of engagement under OMTES except where it is caused due to the activities of OMTES or while performing duties of OMTES.
- The OMTES will review the performance of the employees towards end of every financial year and consider to renew the engagement.
- The employee of OMTES at the time of their joining in the post on first engagement and in subsequent engagement after renewal shall furnish an undertaking that they have agreed upon and shall abide by the terms and conditions in the agreement in non judicial paper at the cost of Rs. 10/- stamp.
- The period of appointment is for 12 months and purely temporary/Contractual basis. The service can be terminated any time either by one month notice or one month compensation. The same rule will apply to employee also.
- The service can be renewed at the discretion of OMTES, for further one year on satisfactory completion of the works. The renewal will be intimated in writing before the completion of the period of service or else the same will be treated as discontinuation. In no case the appointment should be treated as automatic.
- Before joining the Consultant shall sign one TOR and undertaking and on every renewal the same is required to be signed.

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