

ToR for Accountant OMTES state office

Odisha Model Tribal Education Society (OMTES), under ST & SC Development Department, Government of Odisha, is facilitating education in tribal areas of the state Odisha through its 13 Ekalavya Model Residential Schools (EMRS) & 19 Education Complexes (ECs). OMTES intends to engage one "Accountant" in the state office at Bhubaneswar to facilitate Accounting & Financial Management Functions.

Education & Experience: Candidates should have educational qualification such as M.Com/ B.Com from a recognised university. Candidates should have working knowledge of Tally and at least 3 years of work experience in financial accounting in Govt organisation, Govt. supported programmes/ Projects, Govt. undertakings, PSUs, etc. Retired Govt. Employee having working experience in the field of accounting, auditing, finance with requisite qualification can also apply.

Terms of Reference (ToR): The selected candidate, as "Accountant", is expected to perform the following duties.

- 1) Facilitate consolidation and preparation of annual budget and review as and when required;
- 2) Undertake day-to-day accounting functions within budget heads; Prepare necessary bills, vouchers & regularly update Cash Book etc.;
- 3) Compile and analyse financial information to prepare financial statements including monthly and annual accounts;
- 4) Ensure financial records are maintained in compliance with accepted policies and procedures; Ensure all financial reporting deadlines are met;
- 5) Prepare monthly staff salary bill and reimbursement claim details of approved expenditure by staff;
- 6) Prepare records for payment to goods & service providers vis-à-vis agreed delivery standards;
- 7) Prepare Utilization Certificate towards expenditure incurred out of the sanctioned Grants of Govt of Odisha/Govt of India/Other Agencies if Any in the prescribed format.
- 8) Update fund status using Tally, develop & maintain financial databases and prepare relevant data/report for "Manager-Finance";
- 9) Resolve accounting discrepancies and irregularities;
- 10) Assist in internal & external audit processes; Follow-up implementation of audit recommendations;
- 11) Provide support to "Manager-Finance" in office & HR administration;&

12) Any other suitable task assigned by Secretary, OMTES.

Terms & Conditions: The following terms and conditions will apply for this position of "Accountant".

- 1) The position is purely contractual in nature;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated emoluments per month comprising of consolidated Salary of Rs.15,000 per month, consolidated mobile phone expenses and other TA/DA as admissible during travel;&
- 4) Other terms and conditions of OMTES will be applicable.

Documents to be attached along with the Application:

- 1) Certificate in respect of Educational Qualifications from HSC onwards
- 2) 10th/Matric Pass Degree certificate as proof of age.
- 3) Proof of work experiences from the employer as mentioned in the application.
- 4) Tally Certificate.

Submission of Application:-

The application form along with relevant documents should be submitted to the Secretary, Odisha Model Tribal Education Society (OMTES), Adivasi Exhibition Ground, Unit-1, Bhubaneswar on or before 31st August 2016 or by Email to omtesbbsr@rediffmail.com.

VACANCY ANNOUNCEMENT

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

Applications are invited from the eligible candidates for filling up post of Accountant of OMTES on contractual basis under supported by ST & SC Development Department, Government of Odisha. The candidates can submit the application forms along with copies of the relevant certificates by post in a sealed covered addressed to Secretary, OMTES, Adivasi Exhibition, Ground, Unit-1, Bhubaneswar. Interested candidates can submit the application through email to omtesbbser@rediffmail.com. The applications submitted through email should also attach scanned copies of all relevant certificates and one passport size photograph.

Mode of Selection: The selection will be done in a two stage process. Firstly the application form meeting the minimum eligibility criteria will be shortlisted with weightage of 50% for academic achievement, 20% for the previous relevant work experience. Shortlisted applicants fulfilling eligibility criteria will be called for personal interview in the second stage. The personal Interview will carry 30% weightage. Combining together, the candidates with highest score in the order of merit will be selected.

This post is purely contractual and need based. Candidates engaged on contractual basis shall have no claim or right for appointment on regular basis.

Sl. No.	Name of the Post	Monthly consolidated Remuneration	Eligible Criteria (Qualification)
1	Accountant	Rs.15,000/-	<ol style="list-style-type: none">1. Essential Qualification:-<ol style="list-style-type: none">i. M.Com/ B.Com from a recognized university.ii. Working knowledge of Tally.2. Work Experience: At least 3 years of work experience in financial accounting in Govt. organization, Govt. supported programmes/ Projects, Govt. undertakings, PSUs, etc.3. Retired Govt. Employee having working experience in the field of accounting, auditing, finance with requisite qualification can also apply.

**ODISHA MODEL TRIBAL EDUCATION SOCIETY
(OMTES)**

APPLICATION FORM

NAME OF THE POST:- _____

Affix Passport
sized, self
attested Photo

1. Name of the Applicant (**Block Letter**) _____
2. Father/Husband's Name _____
3. Permanent Address _____
4. Present Address _____
5. E-mail Id _____
6. Ph No. _____
7. Date of Birth _____
8. Age as on 31.08.16 _____
9. Caste _____
10. Educational/Professional Qualification _____

Sl No	Examination	Name of the Institute	Name of the Board/University	Year of Passing	Percentage of Marks	Remarks
1	2	3	4	5	6	7
1	Matriculation					
2	Intermediate/+2					
3	Graduation					
4	Post Graduation					
5	Other Course (If any)					
6	Other Course (If any)					

11. Computer Knowledge _____

Computer Literacy	
Software Package/Application	Level of Knowledge (Basic/Working /Expert)
Word Processing	
Spread Sheet	
Database	
Presentation	
Web/E-mail	

LANGUAGE PROFICIENCY (Poor/Fair/Good)								
Language	Ability to Converse			Ability to Read			Ability to Write	
English								
Hindi								
Odia								
Other (Please specify)								
ANY OTHER INFORMATION *(May be provided by applicant on professional capacity to strengthen candidature)								

12. Experience (Certificate from competent authority) must be attached

Sl No	Name and Address of the Institute/Employer	Designation	Period & No. of years served		Major Responsibilities
			From-To	No. of Years	

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 /appointment may be cancelled/terminated without any notice.

Date:

Place:

(Signature of the Applicant)

Documents to be Enclosed along with this Application.

1. 10th Certificate and mark sheet
2. +2 Certificate and mark sheet
3. +3 certificate and mark sheet
4. Post Graduate certificate and mark sheet
5. Tally certificate
6. Job Experience Certificate
7. Other supporting document, If any.