

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF TWO ADMINISTRATIVE POST

GENERAL INFORMATION

Services/Work Description:	Recruitment of Two Administrative Posts for the Organization
Duty Station:	Patna
Duration:	Period of 3 Years
Expected Start Date:	1 st January 2023

1. ORGANIZATION BACKGROUND

Upendra Maharathi Shilp Anusandhan Sansthan is registered under society act 21, 1860 in year 2016. It was established in 1956 by Department of Industries, Government of Bihar.

2. OBJECTIVES

Upendra Maharathi Shilp Anusandhan Sansthan is aimed to preserve research and promote the various forms of Bihar's handicrafts. The institute is continuously working on growth and development of crafts sector and craftsmen in an integrated manner by generating requisite knowledge, training programme and workshops for upgradation of relevant skills. The Institute conducts product development, research and training activities and also attempts to safeguard the languishing crafts of the state.

3. MODE OF RECRUITMENT

Contract based through open market

4. NUMBER OF POSITIONS

The recruitment will be for the 2 positions: -

Sl. No	Name of the Post	Emoluments (in Lakh Rs.)	Education	Experience	Category of Post	Maximum Age
1	Deputy Development Officer	Last pay drawn minus pension would be admissible	Graduate in any stream from reputed institute. Preference will be given to Economics/Commerce/History Streams	20 years	UR	65 years
2	Accounts Officer		M.Com/CA from a recognized university OR B.Com/ BAF/ BBI/BMS and Diploma in Financial Management/Accountancy	20 years	UR	65 Years

5. POSITION WISE TORs

A. Position Name – Deputy Development Officer

Remuneration - Last pay drawn minus pension would be admissible

Eligibility –

1. Educational Qualification –

- Graduate in any stream from reputed institute. Preference will be given to Economics/Commerce/History Streams

2. Essential experience –

- Retired from Central Govt/ State Govt/PSU
- Should have managed Art & Craft related institutions in Senior Management Position for more than 08 Years.
- Should have experience in managing administration n of the Organization.
- Proven experience as assistant director or other similar position
- Experience in performance and operations management
- Excellent organizational and leadership skills

B. Position Name – Accounts Officer

Remuneration - Last pay drawn minus pension would be admissible

Eligibility –

1. Educational Qualification –

- M.Com/CA from a recognized university OR B.Com/BAF/BBI/BMS and Diploma in Financial Management/Accountancy

2. Essential experience –

- Retired from Central Govt/ State Govt/PSU
- Minimum 20-year experience in financial Management of the organization and adequate knowledge in regarding budget and financial rules.
- Proficient in Hindi & English
- Experience in Tally
- Finalization, Project Account & Audit, Investments, Taxation, Payroll, Statutory Compliance, FCRA, GST.

6. Roles & Responsibility

Deputy Development Officer

- Assist in developing and implementing plans and goals for the department
- Work with the director to coordinate and supervise daily operations

- Ensure compliance with regulations and internal policies
- Monitor attainment of objectives
- Undertake staffing responsibilities (hiring, training, evaluating etc.)
- Assist in budgeting and monitoring expenses
- Maintain scheduling of events and represent the company when needed
- Create reports and submit them to the director or other executives
- Fulfill duties as assigned by the director

Accounts Officer

- Account Officers handle the financial records of an organization.
- Maintaining financial records.
- Handling accounts payable and receivable.
- Checking invoices.
- Resolving accounts to the general ledger.
- Contacting other departments about transactions and invoices.
- Handling queries related to accounts.

7. DUTY STATION

The selected individual will report to the headquarter, i.e situated in Patna, and have to work with his/her district offices with coordinated visits. As and when required, he/she should visit Patna Secretariat in the course of updating the progress of the organization. The consultant should draw up a work plan and get it agreed from the Director of the institution.

8. CRITERIA FOR SELECTION

Upon the advertisement of the Notice, qualified Individuals will be evaluated accordingly;

Criteria	Max. Point
Technical Competence (based on CV and interview (ifrequired))	100 pts
▪ CV	40 pts
▪ Physical Interview	60 pts

9. General Instructions

- Only Retired personals can apply; appointment will be contractual as per Govt. Rules.
- The contract period will be for 3 years, renewable annually based on satisfactory performance.
- This will be a consolidated pay. The emoluments will be finalized depending upon the experience. Annual increment will be up to 7% based on satisfactory performance.
- All the proposed posts are full time positions and non-practicing in nature.
- Application should strictly be in the prescribed format with self-attested copies of necessary mark sheet, certificates, testimonials to establish your qualification and experience. In complete application

or applications not accompanied with necessary documents shall be summarily rejected.

- Non-refundable Application fee is Rs. 500/- for applicants. Application fee is to be paid through Demand Draft in favor of Upendra Maharathi Shilp Anusandhan Sansthan payable at Patna.
- For the purpose of calculation of Experience and Age, the reference date will be 31 December, 2022.
- Only shortlisted candidates will be called for the next phase of selection process. All original educational/ experience/ other certificates must be carried at the time of interview.
- No TA/DA will be given for attending the interview/written test for any position.
- Canvassing in any form and/or bringing in any influence political or otherwise will be treated as disqualification for the post. Interim enquiries will not be entertained.
- Mere Possession of requisite qualification and experience shall not entitle the candidate to be called for the test and interview. Decision of the Upendra Maharathi Shilp Anusandhan Sansthan in this regard shall be final.
- The application will be active till 05:00 PM of 25-12-2022. Incomplete applications or applications without the supporting documents or applications received after the last date will be rejected & no communication will be made/entertained in this regard. Date of interview will be informed to eligible candidates only through telephone.
- Candidates will need to produce proof of the details furnished in their applications with their cv.
- Upendra Maharathi Shilp Anusandhan Sansthan, Patna reserves the right to cancel this recruitment process fully or partially at any stage of the process.
- Candidate can apply on the link given at "<https://umsas.org.in/careers/>" and upload the relevant documents. Online applications completed fully will be considered only.