

**NATIONAL CAPITAL REGION PLANNING BOARD
CORE-4B, 1ST FLOOR, INDIA HABITAT CENTRE
LODHI ROAD, NEW DELHI-110003.**

File No. Y-11011/48/2021 (9117077)

Dated: 05.03.2022

NOTICE

Engagement of Consultant - I (Finance) - Terms of Reference.

The National Capital Region Planning Board, a statutory body under the Administrative control of Ministry of Housing & Urban Affairs intends to engage a **Consultant - I (Finance)** on **full time daily basis** for handling of Finance/Accounts cases on following terms of reference:

A. Job Description

- 1) Appraisal of projects/project proposals from financial angle.
- 2) Maintenance of project loan files & processing release of loan instalment.
- 3) Monitoring of loan and interest repayments, MIS for loan recoveries, IEBR returns.
- 4) Monitoring of guarantees (State/Bank) against loan disbursed.
- 5) Liaison with loan borrowing agencies wrt loan disbursement and repayment.
- 6) Examination of files/matters from financial angle.
- 7) Matters relating to Demands for Grants of Board and Budget of NCRPB.
- 8) Monitoring bank reconciliation statement of the NCRPB and maintenance of TDS register. Account keeping and maintenance of Annual Accounts on Tally.
- 9) Compilation/updating of accounts on monthly/annual basis and preparation of Annual Accounts of the Board.
- 10) He will assist FAO for additional sources of funds/resource mobilization, review of interest rates, income tax matters, audit related works, etc.
- 11) Any other work assigned by Member Secretary/ Director (A&F)/ FAO.
- 12) He will report to FAO.

Conduct & Integrity: The Consultant-I shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his conduct during the period of his engagement in NCRPB. The applicant shouldn't have been retired as a matter of punishment and should not have any crime record. The

Consultant-I should maintain confidentiality of the work carried out by them. The Consultant-I shall be bound to hand-over the entire set of records of assignment to NCRPB before the expiry of the contract and before the final payment is released by NCRPB.

B. Eligibility Criteria and Age etc.

- **Essential Qualification** - He/she should possess the Bachelor degree in Commerce from a recognised University.
- **Desirable Qualification** – (i) MBA (Finance) / PG Diploma in (Finance) from a recognised University / Institute.
- **Experience:** At least 5 years of work experience in Govt. Office/Public Sector Undertaking/University/Statutory body/Autonomous Organisations / Private Organisation of repute in Finance/Accounts.
- **Retired employees from Govt./PSU/University/Statutory body/Autonomous Organization who have worked in Finance/Accounts of Pay Level 8 and above are eligible and encouraged to apply.**
- Age is upto 62 years as on the date of publication of the advertisement

C. Emoluments

The selected candidate shall be paid a consolidated sum of **Rs. 45,000/- per month (Rupees Forty Five Thousand only), plus ₹ 1500/-** (Rupees Fifteen Hundred only) towards local conveyance allowance. In case of retired Govt. Employee, Monthly remuneration will be given to them as per OM No. 3-25/2020 Estt/IIIA dated 09/12/2020 of Dept. of Expenditure, Ministry of Finance.

D. Other conditions

- Appointment of Consultant-I (Finance) will be on full time basis. He/ she will be required to attend the office on daily basis as per office hours.
- The selection shall be made on the basis of an interview by a Selection Committee to be formed by this Board.
- Applicant shortlisted/called for the **interview** must bring along a copy of detailed CV, alongwith self-attested copies of educational and professional qualifications and originals that need to be shown for verification.
- Evaluation will be done based on Qualification, Experience (based on the documents submitted) and the Interview.
- No TA/DA shall be admissible for attending the interview, joining the assignment or on its completion.
- The Consultant-I will be eligible for **eight days leave** in a calendar year on pro-rata basis. Therefore, shall not draw any remuneration in case of his/her absence beyond eight days in a year (calculated on a pro-rata basis).
- The Appointment of Consultant-I will be initially for a period of **6 (six) months** and can be further extended at the discretion of the Competent Authority of the Board upto a maximum period of five years or appointment against regular post of Assistant Director (Finance).

- The Board reserves the right to terminate the service of the Consultant-I at any time during the period of contract by giving one month's notice in writing in case his/her services are not found satisfactory. In case a Consultant desires to leave the assignment, he/she is to give one months' notice, which can be curtailed by the Competent Authority.
- NCRPB will not entertain any claim for regular appointment of the post at any point of time, if any vacancy is revived/created in future in the Board.
- The detailed terms & conditions shall be provided at the time of appointment.

E. Those having the required qualifications and experience may apply in the prescribed proforma (attached) duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc. within 15 days from publication of advertisement in the Newspapers or 21.03.2022, whichever is earlier to **Director (A&F), National Capital Region Planning Board, Core 4B, First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003** or through email on email id **consult-estt@ncrpb.nic.in**.

The applications received after last date shall be summarily rejected.


(Rajesh Kapoor)
IC DD (A)/Consultant

Attached: Application Proforma

PROFORMA

Application format for appointment as Consultant-I (Finance)

Passport size photo

1.	Name in full (in block letters)	
2.	Father's name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	Mailing Address	
7.	Permanent Address	
8.	E-mail address	
9.	Telephone / Mobile No.	

10. Educational Qualification (from Graduation onwards)

S.No.	Course	University/Institute	Year of Passing	Division/Class

11. Work Experience

S.No.	Organisation/Institute	Period		Pay Scale as per 7 th CPC	Nature of Work	Total Experience	Remarks
		From	To				

12. Whether SC/ST/OBC

13. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

14. Reference

- (i)
- (ii)

(Signature)

Date:

Place: