

Notice for Walk-in-Interview

The West Bengal Forest and Biodiversity Conservation Society under the aegis of Forest Department, Government of West Bengal, intends to engage one retired Account Officer preferably of Indian Audit & Accounts Department– on contract basis for a duration of one year for the Project Management Unit of West Bengal Forest and Biodiversity Conservation Project at Kolkata for the following position :

Sl. No.	Position	No. of Positons	Maximum Age Limit	Consolidated remuneration per month (Rs.)
1.	Account Officer	1	64 yrs	30,000

For details of terms & conditons for engagement of the above personnel and downloading of Application and other forms please visit www.wfbcp.org

Project Director (Finance)
WBFCB Project

**West Bengal Forest and Biodiversity Conservation Society
Office of the Chief Project Director
West Bengal Forest and Biodiversity Conservation Project
LB-2, Salt Lake, Kolkata-700106**

No. 2016 /WBFBCP/9-1

Dt. 22.06.2016

Notice for Walk-in-Interview

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The details of terms & conditions for engagement of the above personnel are as follows :

1. Eligibility Criteria :

Retired Indian national from Central/State Government.

The applicant must not have been punished in any Departmental Proceedings during his service career.

A retired officer against whom a Vigilance case or Criminal prosecution or disciplinary proceeding is pending shall not be eligible for such engagement.

He should preferably be resident of Kolkata or adjacent district.

2. Age :

Maximum age should not exceed 64 years

3. Experience :

The applicant should preferably have an experience, as specified below against each position .

Sl.No.	Position	Experience
1.	Accounts Officer	1.(i) Experience of working as Senior Accounts Officer in Indian Audit & Accounts Department (ii) Experience of working as Assistant Audit Officer 2. Experience of working with computers and ability to work with MS Office and Excel. 3. Experience in handling all facets of financial functions. Working knowledge in computerized account s & accounting software.

Retired Accounts & Audit officer of Indian Audit & Accounts Department who satisfy the requisite experience & age and are willing for the above engagement are requested to report with all certificates for walk-in-interview.

Report to :

The Project Director, Finance
West Bengal Forest and Biodiversity Project,
Building-1, Second Floor,
Block-LB-2, Sector-III,
Salt Lake City,
Kolkata-700 106.

Date of Interview: 29.06.2016 at 11.30 A.M.

Reporting Time: 29.06.2016 at 11.00 A.M.

While attending the interview, the candidates are requested to submit application duly filled in as per format given in Annexure-I with self-attested photograph. The candidates must bring relevant certificates in original with self-attested copies of the same in support of age, experience, Pension Payment Order and last pay drawn etc.

Selection Process:

The selection will be made on the basis of Walk-in-Interview which will include scrutiny of applications and documents.

The candidate shall be interviewed by a committee, constituted for the purpose.

No TA or any other allowance or otherwise shall be payable to any candidate for appearing in the interview.

Mode of Engagement:

The engagement of the personnel shall be on contract basis for a period of one year which may be renewed as per requirement and performance.

Role and Responsibilities of the Accounts Officer to be engaged:

The engaged personnel will report to the respective officers as prescribed under the Operational Manual of the Society.

The engaged personnel will be responsible for the charge and care of the Society's funds, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.

- i. Assist Project Director (Finance) to develop and manage the system for finances in the Project.
- ii. Management of accounts, execution of fund disbursement
- iii. Assist Project Director (Finance) for Management & Control of Budget.
- iv. Preparation of documents for Reimbursement, Commitment, statement of Expenditure (SOE).
- v. Submission of performance evaluation result including the Indicators, EIRR, and the relevant data/assumptions adopted to arrive at the Indicators.
- vi. Supervision of Ex-Post Procurement Audit, Accounts and Internal Audit.
- vii. Management of contracts & procurement, general documentation.
- viii. Dealing with Income Tax, VAT, and other related matters.
- ix. Supervise and overview audit and preparation of draft replies.

- x. Maintain links with Finance Department and Forest Department for smooth transfer of funds to PMU.
- xi. Any other related functions as may be allotted by the Head of the Office of the PMU.

Remuneration:

The selected candidate will be paid a fixed consolidated remuneration package per month.

Accounts Officer

The remuneration shall **be fixed as the last pay and allowance drawn by the officer less the amount of pension to be drawn/being drawn by him/her or Rs.30,000/- per month whichever is less.**

**Project Director
Finance
WBFBC Project**

No. 2017 /WBFBCP/9-1

Dt. 22.06.2016

Copy forwarded for display in the Notice Board of the following offices for wide circulation.

- 1. The office of the P.C.C.F. (Hoff), West Bengal, Aranya Bhawan, Salt Lake**
- 2. The office of the P.C.C.F., W.L. & C.W.L.W., West Bengal, Bikash Bhawan, Salt Lake**
- 3. The office of the P.C.C.F., R.M.D. West Bengal, New-CIT Building, Kolkata**
- 4. The office of the C.P.D., W.B.F.B.C. Project, Salt Lake**

**Project Director
Finance
WBFBC Project**

(Annexure – I)

APPLICATION FORM

To,

Shri S. Dasgupta
Project Director, Finance
West Bengal Forest & Biodiversity Conservation Project
LB-2, Sector-III
Salt Lake City, Kolkata-700106.

With reference to your advertisement on West Bengal Forest and Biodiversity Conservation Society's website dated 22.06.2016, I submit my application in prescribed format.

Position Applied For Accounts Officer

1. **NAME (in full)** :
2. **ADDRESS FOR CORRESPONDENCE:**
3. **IF PERSON WITH DISABILITY**
 - **Type of Disability** :
4. **DATE OF BIRTH (as per School** :
Leaving Certificate / PPO)
Age in completed years as on 30.06.2016 :
5. **CONTACT DETAILS –**
 - Mobile No.** :
 - Landline No.** :
 - e-Mail ID** :
6. **GENDER** :
7. **NATIONALITY** :
8. **BIRTH PLACE** :
9. **RELIGION** :
10. **MARITAL STATUS** :

11. FATHER'S NAME/ HUSBAND'S NAME:

12. CURRENT RESIDENTIAL ADDRESS:

13. EDUCATIONAL QUALIFICATION :

	Name of the Institute/Board/ University	Full Time/ Part Time	Year of Passing	Subject Specialization	Marks (Rank, if any)
Graduation					
Post Graduation					
Professional Qualification					
Other				1.	

14. EXPERIENCE (Preceding 10 years) – Total (in years):

Sl. No.	Name of the Organization	Designation/ Rank	Duration (from – to) (in yy/mm)	Responsibilities	Pay Scale	Extra ordinary Achievements, if any

For 13 & 14 (Please furnish details strictly as per format. Attaching separate resume/data with the notation of referring that shall be treated as having no information given).

15. DETAILS OF PRESENT EMPLOYMENT, IF APPLICABLE

(a) Organization : _____

(b) Full Address : _____

(c) Position : _____

(d) Reporting to : _____

(e) Remuneration/compensation : _____

presently drawn _____

(f) Present
Assignment/Responsibilities :

16. BRIEF DETAIL OF ACHIEVEMENT(S)/AWARD(S)/MEDAL(S):

17. NAME & ADDRESS OF TWO REFEREES:

1) _____

2) _____

18. List of Documents submitted with self-attestation :-

[Note :- Originals of all self-attested documents submitted with the application should be produced for verification during interview]

1.

2.

3.

- 4.
- 5.
- 6.
- 7.
- 8.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/engagement for the said post is liable to be cancelled/terminated at any stage and if engaged, my service are liable to be terminated.

I hereby undertake to abide by all the terms and conditions mentioned in the advertisement displayed on West Bengal Forest and Biodiversity Conservation Society's website dated 22.06.2016.

Signature of Candidate

Place: _____

Date: _____

Enclosures :