



JHARKHAND UNIVERSITY OF TECHNOLOGY

Science & Technology Campus, Sirkha Toli, Namkum, Ranchi - 834010 (Jharkhand)

Letter No. : JUT-20/2018/41

/Ranchi, Date :- 28/11/18

REQUIRES NODAL OFFICER/CONSULTANT (ACADEMIC/INSTITUTIONAL DEVELOPMENT) & NODAL OFFICER/CONSULTANT (PROCUREMENT) AND NODAL OFFICER (FINANCE) FOR TEQIP CELL IN JUT ON CONTRACTUAL BASIS

Applications are invited from Indian Citizens for the post of **Nodal Officers/Consultant (Academic/Institutional Development)**, **Nodal Officers/Consultant (Procurement)** and **Nodal Officers/Consultant (Finance)** for TEQIP Cell in Jharkhand University of Technology on contract basis.

1. Terms of Reference (TOR) for the post of Nodal Officers/Consultant (Academic/Institutional Development) for JUT, Jharkhand

Essentials Qualification- Ph.D in Engineering / Science /Technology /Management with minimum experience of 05 years in teaching/research/training/planning in Central Govt/State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking,

OR

Master's Degree in Engineering/Science/ Technology with minimum of 08 years' experience in teaching/research/training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.

Desirable- A minimum of five years of experience in handling the projects of national /State level preferably in education sector as a academic expert.

Age criteria-

Should not exceed 50 years as on last date of the advertisement.

Mode of engagement-

On Contractual basis for a project period (subject to review of performance on annual basis).

Consolidated fee/pay range-from Rs. 75200-140900/- per month.

Appointment Letter would be issued by JUT.

Place of work: JUT, TEQIP CELL Jharkhand.

Duties & Responsibility Nodal Officers/Consultant (Academic/Institutional Development)

S. No	Post Name	Duties & Responsibility
1.	Nodal Officers/Consultant (Academic/Institutional Development)	I. Consultant would work in close association with SPA. Consultant will coordinate the work of State Institutions & Institutions /Agencies of the project. II. To organize training workshops, review funding requirements & monitor fund utilization of institutions as well as of ATUs etc. III. Review eligibility proposal received from the institutes & submit a report on the same. IV. Identifying key areas & conducting training workshops on the same.

		<p>V. To do a keen analysis on effective implementation of the project & to keep a visionary look on the same.</p> <p>VI. Organize pedagogical training.</p> <p>VII. Monitor progress in faculty & staff development for each institution.</p> <p>VIII. All supervisory work of Consultants particularly of academic division.</p> <p>IX. Accompanying World Bank/ NPIU Officials in various appraisal missions of the project.</p> <p>X. Supervising the work of drafting of various appraisal reports.</p> <p>XI. Planning and consolidation of staff development programme as designed in PIP.</p> <p>XII. Liaison with relevant industries for developing academic linkages.</p> <p>XIII. Analyzing performance audit reports and providing proper feedback to the institutions for improvement / innovations etc. Prepare national level performance audit report and present the outcome during state review meetings.</p> <p>XIV. Ensuring implementation of reforms as given in PIP.</p> <p>XV. Monitoring compliance of MOU conditions.</p> <p>XVI. Assessing periodical progress on implementation of Project Components.</p> <p>XVII. Any other tasks assigned by NPIU.</p>
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2. Terms of Reference (TOR) for the post of Nodal Officers/Consultant (Finance) for JUT, Jharkhand

Essentials Qualification- Master's Degree in Commerce/Accounting/Business Administration or equivalent Professional Qualification in Accounting/Auditing/Financial Management with experience to computerized accounting system alongwith a minimum of 06 years' experience in financial management in Central Govt/State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.

Desirable- A minimum of two years of experience in handling the projects of World bank/national /State level preferably in education sector as a finance expert. Working experience in any of the software system related to Direct Fund Transfer Software System.

Age criteria-

Should not exceed 50 years as on last date of the advertisement.

Mode of engagement-

On Contractual basis for a project period (subject to review of performance on annual basis).

Consolidated fee/pay range-from Rs. 75200-140900/- per month.

Appointment Letter would be issued by JUT.

Place of work: JUT, TEQIP CELL Jharkhand.

Duties & Responsibility Nodal Officers/Consultant (Finance)

S. No	Post Name	Duties & Responsibility
1.	Nodal Officers/Consultant (Finance)	<p>I. Provide guidance on financial, accounting and reporting aspects to the project institutions at the State level & assist on the same.</p> <p>II. Ensure full knowledge and systematic application of the Project Financial procedures and requirements for financial management as well as well versed with fund flow & direct fund transfer system software knowledge.</p> <p>III. Prepare budget for project at state level and arrange timely</p>

		<p>flow of funds to institutions.</p> <p>IV. Monthly statement of expenditure, prepare and submit Budget Estimates for the projects, collection and compilation of UCs and audited statements of the respective Institutions.</p> <p>V. Technical guidance, accounting control, development of budgets, analysis and compilation, preparing and reporting of Financial Accounting, audit control and Financial Review, Reconciliation of accounts, monitoring of funds, Release & Compilation of statement of expenditure.</p> <p>VI. Accept Quarterly Financial Monitoring Reports (FMRs) from the participating institutions and guide/monitor and provide support for adherence to the fiduciary guidelines, financial management issues.</p> <p>VII. Consolidate FMRs for the project and submission to the NPIU/SPIU, so as to facilitate disbursement of funds within the required timeframe.</p> <p>VIII. Hire internal and external Auditors.</p> <p>IX. Monitor quality of audit arrangements in all agencies in the state which will be funded under the project. Regularly monitor compliance of audit observations by institutions.</p> <p>X. Provide support to financial management/accounting staff of institutions for resolving various issues related to accounting.</p> <p>XI. Impart comprehensive and specialization training to project staff at various levels on financial management.</p> <p>XII. Other project aspects related to financial management, follow up for compliance of legal covenants at SPIU level, Audit TEQIP accounts of state institutions and physical verification of assets, assist in reconciliation of TEQIP accounts and reporting information, follow up of audit observations and required compliance, and state institutions wise data base on various aspects of financial management.</p>
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3. Terms of Reference (TOR) for the post of Nodal Officers/Consultant (Procurement) for JUT, Jharkhand

Essentials Qualification- Masters in Engineering /Science /Technology /Arts /Management with 06 years' experience in teaching/research/planning/training/monitoring/administration in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.

Preference will be given to the candidates processing PG Diploma in Management/Management as an additional qualification.

Desirable- A minimum of two years of experience in handling the projects of World Bank/ National/ State level preferably in education sector as a procurement expert. Also working experience on any of the software system related to Direct Fund Transfer Software System.

Age criteria-

Should not exceed 50 years as on last date of the advertisement.

Mode of engagement-

On Contractual basis for a project period (subject to review of performance on annual basis).

Consolidated fee/pay range-from Rs. 75200-140900/- per month.

Appointment Letter would be issued by JUT.

Place of work: JUT, TEQIP Cell.

Duties & Responsibility Nodal Officers/Consultant (Procurement)

S. No	Post Name	Duties & Responsibility
1.	Nodal Officers/ Consultant (Procurement)	<p>I. Would be responsible for all Procurement of Goods and Civil Works activity as per World Bank Norms and Guidelines for TEQIP Projects.</p> <p>II. Guide Institutions in preparation of their Procurement Plans.</p> <p>III. Manage the procurement of works, goods and consultancies required for State level activities under the Project and manage the procurement of International Consultancies.</p> <p>IV. Verify the justification of procurement of items and its link with objectives and the listed activities of the project.</p> <p>V. Recommend the procurement plan of each institution for final approval to the State Project Administrator after thorough scrutiny of the plan for ascertaining full compliance with the World Bank laid procedures of procurement and complete requirement of procurement process integrated under DFT system.</p> <p>VI. Conduct post-procurement audits of Institutions for ensuring full compliance with the World Bank procedures.</p> <p>VII. Ensure compliance with EMF requirements and quality guidelines for all civil works in institutions.</p> <p>VIII. Act as a support and reference unit to Institutions for all Project-related procurement tasks, and</p> <p>IX. Submit quarterly procurement progress reports to the SSC through</p> <p>X. To organize Procurement Workshops to explain the World Bank Procedures and obtain Action Plans/Targets.</p> <p>XI. Scrutinize the Bid document/Evaluation Report prepared by the Institutions and facilitate approval by World Bank.</p> <p>XII. Advise the Institutions on various shopping methods as contained in PM.</p> <p>XIII. Participate in Review by GOI, World Bank.</p> <p>XIV. Visit to Institutions to monitor progress and provide on the spot guidance.</p> <p>XV. Identify issues of institutions and take up with the NPIU for solutions.</p> <p>XVI. Prepare Progress Report as required.</p> <p>XVII. Identify poorly performing institutions and suggest steps for improvement.</p> <p>XVIII. Monitoring of institutional procurement plan & implementation</p> <p>XIX. Monitor utilization of equipments.</p> <p>XX. Any other duties assigned by NPIU.</p>

Notes :

1. Self-Attested copies of all certificates/testimonials should be attached and sent to Registrar, Jharkhand University of Technology, Science City Campus, Sirkhatoli, Namkum, Ranchi-834010.
2. Persons in Govt. Employment should send their application through proper channel. They may, however, send a copy in advance, but it must be on the prescribed form & accompanied by copies of certificates/testimonials etc.
3. Application received after the due date or found incomplete may not be considered.
4. Originals are required to be shown at the time of interview.

Sd/-
JUT, Jharkhand

General Conditions

- 1. The candidates are advised to have a valid e-mail ID and Mobile no. on which all the communication shall be forwarded to them.**
- 2. Only Indian Nationals are eligible to apply for the above positions.**
- 3. The candidates have to submit the self attested copies of their educational/ experience/ appointment letter of present post along with the application form in order to support their claims for the post he/she has applied for.**
- 4. While mentioning academic qualification (starting from High School), please include percentage and name of Institution. Include tenure, pay scale and nature of job in experience details.**
- 5. Eligible candidates could be called for an interaction / interview to confirm eligibility. No TA/DA would be paid for the interaction/interview.**
- 6. At the time of interview, candidate's needs to come with all original documents, NOC (if applicable) and one set of photocopies all document for verification.**
- 7. It is to be clearly noted that the above appointment is purely on contractual basis. The engagement does not confer any claim on the candidate to seek any other temporary/ permanent employment with JUT.**
- 9. JUT based on feedback reserves the right to discontinue the contractual engagement with one month's prior notice.**
- 10. The advertisement can be withdrawn at any time by the issuing authority without any prior notice and no claims would be accepted for the same.**
- 11. No fee has to be paid while applying for the post against this advertisement.**

**Sd/-
JUT, Jharkhand**



JHARKHAND UNIVERSITY OF TECHNOLOGY

Science & Technology Campus, Sirkha Toli, Namkum, Ranchi - 834010 (Jharkhand)

Letter No. :

/Ranchi, Date :-

ADVERTISEMENT NO- JUT-01/2018

Applications are invited from Indian Citizens for the post of **Nodal Officers/Consultant (Academic/Institutional Development)**, **Nodal Officers/Consultant (Procurement)** and **Nodal Officers/Consultant (Finance)** for TEQIP Cell in Jharkhand University of Technology on contract basis in the prescribed Application Form till 19-12-2018 at 5 P.M.

The application form and term & conditions may be downloaded from **www. sbtejharkhand.nic.in**. Duly completed along with Bank Draft Rs. 1000/- (one thousand only) in favour of Registrar, Jharkhand University of Technology, Ranchi should reach the office of the Registrar, Jharkhand University of Technology, Ranchi by 19-12-2018 till 5 P.M. The selection process will be based on interview.

Sd/-

Registrar

Jharkhand University of Technology
Ranchi

JHARKHAND UNIVERSITY OF TECHNOLOGY

Science & Technology Campus, Sirkha Toli, Namkum, Ranchi - 834010 (Jharkhand)

Letter No. :

/Ranchi, Date :-

Application Number _____

Draft of receipt _____ (To be filled by the office)

Particulars of Demand Draft.

DD Number _____ Date _____ Amount _____ Name of Bank _____

1. a) Post applied for

b) Advt. No. & Date

*Recent
Photograph to
be affixed here*

2. Name in Full (In Capital Letter)

First Name	Middle Name	Last Name

3. Father's Name in Full (In Capital Letter)

First Name	Middle Name	Last Name

4. Marital status

5. Sex

6. Address

Present (Address for Communication)	Permanent
Phone/Mob. No.	Phone/Mob. No.
Email	Email

7. Date of birth (place enclose Self-
Attested copy of certificate)

8. a) Nationality :

b) Place of birth :

9. Whether you belong to reserve category or not, if Yes please specify :

10. Category :

11. If you are employed, please state the name of your employer, your present basic pay & scale of pay

12. Details of educational qualifications : (Matriculation onward) :

Exam Passed	Year	Percentage of Marks	Division/Class	Subject	Board/Univ./Inst.

13. Particulars of employment, if any:

Post held	From	To	Total period of services	Scale of pay & present basic pay	Institute/Organization	Nature of Duties & Responsibility

14. Languages you can read, write & speak?

Name of Languages	Read	Write	Speak	Examination passed if any

15. Additional Remarks:

(Application may mention here any information qualification or experience etc, which has not been included under the heads given above)

16. Reference: Please provide two references:

(These should be persons resident in India and holders of responsible positions, and they should be intimately acquainted with the applicant's character and work, but must not be relations. Where the candidates has been in employment, he should either give his present or most recent employer or immediate supervising officer as a reference)

UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.....) and the above information given by me is correct. I understand that my application shall be rejected if (i) the information is not correct or (ii) all the required certificates and documents are not attached or (iii) application is incomplete.

Date :

Place :

Signature of Candidate

Notes :

5. Self-Attested copies of all certificates/testimonials should be attached and sent to Registrar, Jharkhand University of Technology, Science City Campus, Sirkhatoli, Namkum, Ranchi-834010.
6. Persons in Govt. Employment should send their application through proper channel. They may, however, send a copy in advance, but it must be on the prescribed form & accompanied by copies of certificates/testimonials etc.
7. Application received after the due date or found incomplete may not be considered.
8. Originals are required to be shown at the time of interview.

Endorsement by the Employer

(The endorsement below is to be signed & forwarded by the Head of the Institution/ Employer of the organization/institution in the case fo the in-service candidate)

This is to certify that Dr./Mr./Mrs./Ms-----, an applicant for the post of -----in Jharkhand University of Technology, Ranchi has been working in this organization namely-----on the post of -----in a -----capacity with effect from-----in the Pay Band and AGP of Rs. -----. He/She is drawing Pay Band and AGP of Rs.-----.

No disciplinary/vigilance case has ever held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Jharkhand University of Technology, Ranchi. He/she will be relieved as per University/Institution rules.

Signature of Forwarding Officer-----

(Head of the Institution with seal)

Name: -----

Designation: -----

E-mail: -----

Phone/Mobile: -----

Place: -----

Date: -----