



**Directorate of Administration & H.R.
Khadi and Village Industries
Commission**

Ministry of Micro, Small, & Medium Enterprises
Government of India

"Gramodaya' 3 Irla Road, Vile Parle (West),
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No. Adm-I/TM/Executive (FBAA)-Deput./2019-20

Date: 29th May, 2019

VACANCY CIRCULAR

Applications are invited in prescribed format from suitable officials, working under the Central Govt./State Govt./Statutory Authorities/Autonomous Bodies having scale of pay at par with Central Govt. agencies, for filling up 26 (Twenty Six) posts of **Executive (Finance, Budget, Audit & Accounts) (FBAA)** on Deputation basis including Short-Term Contract in Khadi & Village Industries Commission (KVIC) Pay Matrix Level-6 under the Ministry of MSME, Govt of India.

The completed application in all respect (Annexure-II) shall reach the Office duly forwarded by the Cadre Controlling Authority along with ACR/APAR in the above address.

Last date for submission of Application: 5th July, 2019.

Director (Adm. & HR)

JOB DESCRIPTION AND ELIGIBILITY FOR THE POST OF EXECUTIVE (FINANCE, BUDGET, AUDIT & ACCOUNTS) (FBAA)

1.	Name of the Post	Executive (FBAA) on Deputation Including Short- Term Contract (ISTC)				
a)	Status	Group 'B'				
	No. of posts	26 (Twenty Six)				
b)	Scale of Pay	Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2800/- (pre-revised) (Revised pay as per 7 th CPC Pay Matrix Level- 6)				
c)	Eligibility	<p>1. Officials of the Central Government/State Government /Statutory Authorities/Autonomous Bodies:</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) With Five years' regular service in a post in Pay Band-1 (Rs.5200-20200) with Grade Pay of Rs.2800/-; or (iii) With Ten years' regular service in a post in Pay Band-1 (Rs.5200-20200) with Grade Pay of Rs.2400/-; and</p> <p>(b) <u>Educational qualification :</u></p> <table border="1"> <tr> <td>(i)</td> <td>Chartered Accountant/Cost Accountant/ Master of Business Administration (Finance)/ Master of Commerce from a recognized University; and</td> </tr> <tr> <td>(ii)</td> <td>Three Years experience in the relevant field.</td> </tr> </table> <p>Note : 1 : The period of Deputation (ISTC), including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years. The maximum age limit for appointment by Deputation (ISTC) shall be not exceeding Fifty Six years as on the closing date of receipt of application.</p>	(i)	Chartered Accountant/Cost Accountant/ Master of Business Administration (Finance)/ Master of Commerce from a recognized University; and	(ii)	Three Years experience in the relevant field.
(i)	Chartered Accountant/Cost Accountant/ Master of Business Administration (Finance)/ Master of Commerce from a recognized University; and					
(ii)	Three Years experience in the relevant field.					

		<p>Note: 2 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Note: 3 : Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p>
d)	Age limit	The maximum age limit for appointment by deputation shall be not exceeding 56 (Fifty Six) years as on the closing date of receipt of application.
e)	Period of deputation	The period of deputation including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed Three years.
f)	Duties attached to the post	<p><u>The duties responsibilities of Executive (FBAA) will depend on the place of posting and may vary.</u></p> <p>(I) FINANCE –</p> <ul style="list-style-type: none"> (i) Scrutiny of the financial proposal. (ii) To ensure the proposals are as per the guidelines specified by the Commission and in terms of Orders issued there on. (iii) To ensure the proposals accorded considering the availability of funds operationalization of the scheme etc. (iv) To ensure that the proposals are as per the financial prudence and strictly in terms of guidelines of GFR. <p>(ii) BUDGET –</p> <ul style="list-style-type: none"> (i) Proper planning and conduct for budget discussion as per the guidelines received from Central Office. (ii) To ensure the preliminary exercise such as scrutiny of balance sheet / performance reports for ensuing smooth conducting of budget discussion. (iii) To ensure that the record note of the budget discussion are properly compiled.

(iii) AUDIT -

- (i) To maintain records about the position of completion of audit of all the institutions (Directly Aided and Board Aided) to ascertain the pendency of audit.
- (ii) To take up the audit assignment as per the instructions received from Directorate of Audit.
- (iii) To maintain the records about the completion of Departmental Utilization Certificate in the State /Division concerned.
- (iv) To follow up with concerned authorities on the audit paras for submission of replies to the same.
- (v) To co-ordinate with the State Board authorities on Utilisation Certificate as well as Audit Paras.
- (vi) To submit periodical reports on the audit position to Directorate of Audit as and when called for.
- (vii) To ensure Statutory Audit Paras / Queries are properly replied and settled.
- (viii) To provide required details on audit position of institutions and departmental UCs of the State / Divisional Officer concerned to the visiting audit teams.
- (ix) To maintain proper records of the recoveries suggested in the audit report and to ensure the recoveries are effected accordingly.
- (x) To ensure that whenever they come across such transactions which are in violation of the guidelines and which are not of financial prudence and the same should be reported to Director(Audti)/Financial Advisor as already authorized vide Circular No.IA/Gen-I/Adm-43 dated 09.11.2001.

(IV) ACCOUNTS -

- (i) To supervise and ensure that proper maintenance of books of accounts for the funds received from Central Office.
- (ii) Executive (FBAA) shall not be assigned any accounts work of regular nature like writing of

		<p>Cashbook, Daybook etc.</p> <p>(iii) To ensure that books of accounts and cash balance in the field office, training centers, Bhavans under the jurisdiction of the State Divisional Directors/Director(Audit).</p>
	Location of post	Head Quarter Mumbai or any other State/Divisional Offices in the country as per requirements.

Director (Adm.&HR)

BIO-DATA/CURRICULUM VITAE PROFORMA

**Passport
size
Photograph**

1.	(i) Name and Address (in Block Letters)	
	(ii) Mob. No.	
	(iii) Email ID	
2.	Date of Birth (in Christian era)	
3.	(i) Date of entry into service	
	(i) Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy Circular	Qualifications/experience possessed by the officer
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience

	Desirable	Desirable				
	A) Qualification	A) Qualification				
	B) Experience	B) Experience				
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.					
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:-					
Office/institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied	

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.		
9.	In case the present employment is held on deputation/contract basis, please state:-		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	Additional details about present employment:- Please state whether working under (indicate the name of your employer against the relevant column)	
	a) Central Government	
	b) State Government	
	c) Autonomous Organization	
	d) Government Undertaking	
	e) Universities	
	f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14.	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
		Total Emoluments

15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments	
16.	<p>A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
	<p>B). Achievements:-</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects;</p> <p>(ii) Awards/Scholarships/Official Appreciation;</p> <p>(iii) Affiliation with the professional bodies/institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization;</p> <p>(v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		

17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract).	
	# (The option of 'STC' / 'Absorption' 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy Circular/Advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Place: _____

Date: _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)