

# Rani Lakshmi Bai Central Agricultural University, Jhansi

Camp office: Room No 212, KAB II, Pusa,  
New Delhi — 110001

Advt. No. : RLBCAU/04/2017

Dated: 24<sup>th</sup> November, 2017

## CIRCULAR

**Subject: - Engagement of a Consultant (Finance) on contract basis- regarding.**

Applications are invited from candidates for engagement of one **Consultant (Finance)** on contract basis for Rani Lakshmi Bai Central Agricultural University for a period of 12 months as per following eligibility criterion for attending to various specific and time bound jobs as described below:

Sl	Field	Number of slots	Essential Requirement	Outline of tasks to be assigned
1.	Finance	one	Retired official ICAR/ Agricultural Universities/State Central government at least of the level of SF&AO/F&AO.	Full support and assistance to the University for financial services, office support in order to ensure a high efficiency and effectiveness of office administration and financial management, besides any other related specific duty(ies) assigned from time to time (TOR attached)

2. Other eligibility criteria applicable to all the consultants are as follows:
  - I. He/She should not have any disciplinary issue in their previous organization
  - II. He/She should have good communication skills in English as well as Hindi.
  - III. He/She should be able to handle work independently including opening of files, collection of materials/information etc.
  - IV. He/She should have god knowledge of General Financial Rules & relevant rules and regulations.
3. The consultant will be paid a maximum consolidated fee fixed as per Government of India rules and required to work at Jhansi. However, the engagement as Consultant shall not be considered as a case of re-employment.
4. The engagement of Consultant would be on Full time basis and they would not be permitted to take up any other assignment during the period of consultancy.
5. The Contract can be terminated any time at the discretion of Vice-chancellor, if the performance of the engaged personnel is not found satisfactory.

Interested candidates, who fulfill the eligibility criteria and have a good knowledge and experience may submit their application in the enclosed proforma in sealed cover super-scribed "Selection for a Consultant (Finance) for RLBCAU on contract basis" which should reach the University camp office by 20<sup>th</sup> December, 2017 at the following address:-Registrar, Rani Lakshmi Bai Central Agricultural University, Camp office: Room No.212, KAB II, Pusa, New Delhi-110012 by Speed/Registered post. Applicants may send soft copy of the application by email: [registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com)



**Registrar**  
[registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com)



# RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

## Jhansi-Gwalior Road, Jhansi-284003

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

### Terms of Reference (TOR) for engagement of Consultant (Finance)

#### i. Precise statement of Objectives for appointment of Consultant:

The Rani Lakshmi Bai Central Agricultural University intends to hire a Consultant (Finance) for providing high quality services to the University related to financial matters for effective utilization of funds of the University as per rules.

(Discipline or the domains where engagement of consultants is required should be indicated)

#### ii. Outline of the tasks to be carried out:

(Details of work required to be carried out/specific tasks/activities to be assigned to Consultants should be indicated).

1. Exercise judicious scrutiny of all financial sanctions,
2. Checking of pay fixation, pre-auditing of all payments, deposit of all receipts in bank, maintenance of Cash Book, preparation of cheques and beneficiaries list of all payments,
3. Compilation and preparation of Annual Accounts on double entry accounting system on accrual basis in the prescribed format and related journals, ledgers, Trial Balance, schedules, worksheets, statements, records etc.
4. Preparation of Receipt & Payment A/c, GPF Ledger/Broad sheet, NPS Ledger, Statements/ Returns of Statutory Tax payments, Bank Reconciliation Statement, Budget Estimates and Revised Estimates,
5. Watch of expenditure against sanctioned budget and available funds, preparation of monthly, quarterly and annual reports of expenditure and fund utilization,
6. Examine forms of contracts/agreements/tender documents/comparative statements/supply orders/work orders, vetting of all proposals of purchases, works, contracts etc.,and advise on all financial matters referred or come to the notice during the course of scrutiny of sanctions/ orders/bills etc.
7. Assist the statutory auditors/internal auditors for auditing of records of the University, provide information to the Auditors and furnish replies of audit memos issued by Auditors during the course of auditing and to deal with audit reports to ensure settlement of audit paras expeditiously,
8. Ensure timely issue of statements of expenditure of accounts/schemes/projects, utilization certificates and AUC in respect of grants-in-aid received from DARE or other Institutes/Bodies.
9. Periodical review of requirement of funds, ascertain working balance to be retained in Bank A/c and to invest funds in STDR/FD available in excess of working requirement,
10. Maintain Receipt & Payment vouchers, various files and registers in respect of expenditure on Pay & Allowances/T.A./LTC/Medical Reimbursement,/Leave Salary & Pension Contribution, Retirement benefits, Recurring and Non-recurring expenses.
11. Any other duties assigned by the Vice-Chancellor from time to time.

#### iii. Schedule for completion of Tasks:

The assignment is initially for a period of six months.

**Registrar**

# **Rani Lakshmi Bai Central Agricultural University, Jhansi**

## **PROFORMA**

### **Application for engagement of Consultant**

<b>1.</b>	<b>Name in full (Block letter)</b>	
<b>2.</b>	<b>Complete residential address with Pin Code No.</b>	
<b>3.</b>	<b>Phone No./Mobile No.</b>	
<b>4.</b>	<b>E-mail I.D.</b>	
<b>5.</b>	<b>Educational qualification</b>	
<b>6.</b>	<b>Date of superannuation from Govt. service</b>	
<b>7.</b>	<b>Designation and Office address at the time of retirement</b>	
<b>8.</b>	<b>PPO &amp; LPC No.</b>	
<b>9.</b>	<b>Brief particulars of experience in ICAR/AUs/Govt. service</b>	
<b>10.</b>	<b>Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.</b>	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of Candidate)

**Place:**

**Date:**

**Note: Enclosed copy of PPO/LPC**