

No. PERS/9/6/PU Guwahati/2025

Dt. 15.05.2025

**Requirement of Retired Govt./PSU employees on contract basis on fixed remuneration.**

RITES Ltd. needs retired Govt./PSUs employees as professional against Assam Health Strengthening System Project (AHSSP) for the following position under Project Unit Guwahati:-

| VC No.              | Position                        | No. of Post   | Minimum Post Qualification Experience/ Experience | Minimum Qualification  | Location | Duration (in Months) |
|---------------------|---------------------------------|---|---|--|----------|----------------------|
| 05/25 (E)           | Financial Management Specialist | 01  | 10 Years<br>E5 in IDA or similar in CDA           | <ul style="list-style-type: none"> <li>CA/ ICWA/ MBA(Finance)</li> <li>Have a good command in English</li> </ul> | Assam    | 12                   |
| <b>Experience:</b>  |                                 | <ul style="list-style-type: none"> <li>10 years of experience establishing financial management system, accounting management</li> <li>Experience in JICA or any other MDB funded project in health sector/ Infrastructure Sector.</li> <li>Experience in developing country.</li> </ul>  |   |  |          |                      |
| <b>Job Profile:</b> |                                 | <p>(a) Assist PMU in monitoring the budget availability, commitments, funds availability (budget appropriation) on a regular basis to ensure that all project payments are made in a timely manner.</p> <p>(b) Assist PMU in preparing the Annual Project Financial Statement (APFS) as per the templates.</p> <p>(c) Assist PMU in preparation of the quarterly financial reports on the basis of accounting records in Integrated Financial Management System.</p> <p>(d) Ensure only eligible expenditure as per the Loan Agreement is claimed from the Bank and the legal covenants remain in compliance.</p> <p>(e) Assist in submission of required documentation to State, /GOI for the preparation of withdrawal application for getting reimbursement from JICA.</p> <p>(f) Assist PMU to maintain and periodically update an asset register which is to be regularly reconciled with physical assets.</p> <p>(g) Recommend and implement new business procedures where required for efficient financial management, and provide training to PMU/HFWD and related organization's staff to enable them carrying out the tasks assigned under the institutional and management structure. Suggest improvements required if any in the internal control arrangements and the financial management of the project.</p> <p>(h) Review findings of the internal audit consultants and prepare a plan to address emerging issues</p> <p>(i) Review the AG's audit report and consolidate qualifications, prepare explanations, additional information in close collaboration with PIUs, assist Client in the discussion with the AG.</p> <p>(j) Maintain a monitoring sheet to track pending audit observations (internal and external)</p> |   |  |          |                      |



**Transforming to GREEN**

कॉर्पोरेट कार्यालय: शिखर, प्लॉट नं. 1, सेक्टर-29, गुरुग्राम-122 001 (भारत), **Corporate Office:** Shikhar, Plot No. 1, Sector-29, Gurugram -122 001 (India)

पंजीकृत कार्यालय: स्कोप मीनार, लक्ष्मी नगर, दिल्ली-110092 (भारत), **Registered Office:** SCOPE Minar, Laxmi Nagar, Delhi-110092 (India)

दूरभाष, (Tel.): (0124) 2571666 फ़ैक्स, (Fax): (0124) 2571660, ई-मेल (E-mail) info@rites.com वेबसाइट (Website): www.rites.com

**CIN: L74899DL1974GOI007227**

|  |                                 |
|--|---------------------------------|
|  | to facilitate early resolution. |
|--|---------------------------------|

|  |   |
|--|---|
|  | (k) Assist PMU on any other tasks related to the Finance and Accounts of the Project. |
|--|---|

### Remuneration

Negotiable remuneration to be decided as per policy of the company on approval of CV by client.

### Nature & period of Engagement

The appointment shall be purely on contractual basis initially for a period of 6 months/1 year, extendable until completion of the assignment subject to mutual consent and satisfactory performance. The actual deployment will be subject to approval of client.

**Age Limit:** - Maximum 63 years as on 01.05.2025.

### Note:

Applicants are requested to register themselves on RITES web site in the registration format available under Tab "Career" – Expert Registration – registration for Consultant/Expert on RITES website <http://www.rites.com> and submit a print out of the same and self attested copies of the following documents along with the prescribed proforma (Annexure-1) in hard copy to the undersigned **within 07 days from the date of publication.**

- a. 2 recent passport size colour photographs.
- b. High School certificate for proof of Date of Birth.
- c. Certificates of Academic & Professional qualifications
- d. Detailed CV.
- e. Pension Payment Order.
- f. Service Certificate, Last Pay-slip, indicating last grade and basic pay drawn issued by the last employer.
- g. PF No with the last employer.
- h. Proof of Identity & Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
- i. PAN Card
- j. Proof of different periods of experience as claimed in the Application Form (if applicable)
- k. Any other document in support of candidature
- l. Those who have been imposed any major/minor penalties during the last 5 years of service are not eligible to apply.

  
15.05.25  
(B.K. Nanda)

Addl. General Manager/HR

RITES Ltd. (Shikhar)

Plot No.1, Sector-29, Gurgaon-122001

**PROFORMA FOR SUBMISSION OF APPLICATION FOR ENGAGEMENT OF EXPERT/CONSULTANT**

|    |   |  |
|----|---|--|
| 1  | Please indicate the Vacancy Circular No.  |  |
| 2  | Please indicate the category for which applied:<br><br>Re-employment as Expert (Technical/Professional)   |  |
| 3  | Name of the Applicant   |  |
| 4  | Date of Birth   |  |
| 5  | Professional/ Technical/ Educational Qualification<br>(Qualification documents to be submitted)   |  |
| 6  | Details of Employment<br>(Please attach your updated CV)  |  |
| 7  | Name of Organization from which retired and last designation/ Grade pay   |  |
| 8  | Last Pay drawn & grade held at the time of retirement<br><b>(CDA/ IDA pay scale)</b>  |  |
| 9  | Field of specialization & No. of years of experience in the field which is proposed to be utilized in the consultancy assignment  |  |
| 10 | Additional information, if any, which you would like to mention in support of your suitability for the post<br>(Attach a separate sheet)  |  |
| 11 | <b>Discipline &amp; Appeal cases, Vigilance status – (Penalties imposed/ Status of Secret list) for the last five years (Technical/ Professional) in a vigilance case.</b><br>i) Whether any major Penalty imposed?<br>ii) Whether imposed two minor penalties<br>iii) Whether his name figured on the secret list if yes, details thereof: |  |
| 12 | <b>Documents to be attached:</b><br>i) <b>Copy of Pension Payment Order (PPO)</b><br>ii) <b>Service Certificate</b><br>iii) <b>Experience certificate issued by the department</b><br>iv) <b>Proof of Pay Scale/ Last pay drawn, Grade pay</b><br>v) <b>Copy of Date of Birth certificate</b><br>vi) <b>PF No.</b>                          |  |

The above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any information given above is found to be incorrect/ incomplete or false.

Signature of the applicant

Date:

Place:

Self declaration by retired government employees being hired as Advisors/ Consultants regarding vigilance status

The undersigned certified the following:-

- i) That I am not involved in any current vigilance/ CBI cases nor any disciplinary or prosecution proceedings are in process against me.
- ii) That I have not been imposed a major penalty or two or more minor penalties or administrative action has been taken three times or more against me or that I have not been imposed with one Minor Penalty and two administrative actions have not been taken against me as a result of vigilance/ CBI action while in service.
- iii) That I have not been imposed a minor penalty during the last 5 years of service.
- iv) That administrative action has not been taken against me during last 5 years of service.

In case it is found that the above information is not true, the services of undersigned shall be liable to be terminated without any notice.

Signature of the Advisor/ Consultant \_\_\_\_\_

Name of the Advisor/ Consultant \_\_\_\_\_

Place:

Date: