

**GOVERNMENT OF INDIA**  
**MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE**  
**World Bank aided "Capacity Building for Industrial Pollution Management Project (CBIPMP)"**

**A. Advertisement No. 1/2018 – CBIPMP**

Ministry of Environment Forest and Climate Change is implementing a World Bank aided Capacity Building for Industrial Pollution Management (CBIPM) Project and is located in Delhi. In this regard application an invited from suitable candidates for the following position on Contract basis. Both post will be contract basis upto 31.03.2018 (project closing date) and can be extended. Salary indicated below are the maximum for first year of services.

Post No.	Designation	Educational Qualification	Experience & Qualification	Duty / Responsibility	Salary in Rs. / Month
1.	Financial Specialist	(i) Graduate with Chartered Accountancy (at Intermediate Pass) or Cost Accountancy (at Intermediate Pass); or, (ii) Post-Graduate in Commerce / Accountancy / Finance, or (iii) MBA/PGDBM in Finance	Minimum 5 years of work experience in the Financial and Accounting role in Government/ Private Sector/ BPO companies. Experience in maintaining and controlling of accounts, e-payments, TDS, coordinate with internal auditors and statutory auditors and working in World Bank aided project are desirable qualifications The candidate should be proficient in English / Hindi	<ul style="list-style-type: none"> <li>• Have the responsibility for Financial Management System of the Project ensuring the budgeting, accounting, fundflow internal control financial reporting external audit and disbursement are carried out in accordance with the financial guidelines of the project.</li> <li>• Coordinate receipt of financial information from the States, checking its accuracy, consolidating expenditure at Central level for reporting to the World Bank and preparing necessary reimbursement claims to be timely submitted to the World Bank.</li> <li>• Maintain standard book and records such as Sanction file, expenditure control register, year wise expenditure details of pollution control boards, reimbursement claims and Assets register etc.</li> <li>• Submit a consolidated quarterly interim unaudited reports (IUFs) to the World Bank and submission of consolidated reports on Audited financial statement (AAFs) of the project for submission annually to the World Bank.</li> <li>• Perform cashier function of the staff personnel claims, making releases and issuing sanction as is necessary in the project for all components under the direction of the Project Director.</li> <li>• Any other matter referred to by the Project Director relating to financial management.</li> </ul>	Rs.45,000/- PM
2.	Procurement Consultant	Graduate with Procurement related matter	Minimum 10 years of experience of public Procurement with sound knowledge of the World Bank Procurement procedures. Minimum 5- years experience in World Bank financed Projects. Experience in procurement of scientific research equipments shall be an added advantage. Good communication on	<ul style="list-style-type: none"> <li>• The procurement consultant will be responsible for ensuring that procurement under the project is conducted in accordance with the procedures and timetables agreed with the Bank and timetables agreed with the Bank. In so doing, he/she will:</li> <li>• Liaise with the World Bank procurement staff;</li> <li>• Collaborate closely with other concerned agencies on procurement matters, especially on technical matters, such as preparation of technical specifications, etc.;</li> <li>• In conjunction with project teams, liaise with the procurement agent for preparing advertisements, bidding documents, letters of invitation, draft contracts, evaluation reports, etc. in the procurement of goods/equipments / consultancies / training;</li> <li>• Submit advertisements, bidding documents, letters of invitation, evaluation reports,</li> </ul>	50,000/- PM

			<p>skills would be desirable. Preference shall be give to an incumbent trained in World Bank procurement guidelines in short term training courses in India / Abroad.</p>	<p>contracts to the Bank for those items subject to prior review;</p> <ul style="list-style-type: none"> <li>• Obtain timely World bank no-objections for procurement documents;</li> <li>• In conjunction with the project teams, Organize and support evaluation committees (as appropriate, economize evaluation efforts by identifying standing members to serve on various evaluation committees under the project). Ensure proper documentation of committees' deliberations and findings. Ensure timely ministerial approval of evaluation committees' recommendations (including, as appropriate, Steering Committee review) and of prospective contracts.</li> <li>• Initiate and complete internal approvals and contract signatures;</li> <li>• Submit signed contract, completion/delivery certificates, etc., to the financial official for payments;</li> <li>• Track progress of procurement activities against the lans set forth in the PIP. Highlight variations in progress, record reasons and identify remedial actions.</li> <li>• Collect data on procurement from other agencies concerned and contribute to periodic progress reports to be submitted to the Project Director, and the Bank; and maintain up-to-day and accurate project procurement records.</li> <li>• Prepare and submit for Bank review periodic procurement progress reports</li> <li>• In order to perform these tasks, the incumbent should have through knowledge of World Bank procurement procedures;, Experience in working on World Bank financed projects; A university degree in a relevant field such as engineering, law, science, or a retired government staff with extensive experience of Public (Procurements) / World Bank Procurement and should have through knowledge of World Bank procurement procedures. Preference shall be given to an incumbent trained in World Bank guidelines / procedures in Short term training courses in India / Abroad.</li> <li>• The candidate should have strong Procurement skill and should be proficient in English &amp; Hindi.</li> <li>• Ensuring periodical review of State Pollution Control Boards to oversee the procurement procedures being followed.</li> </ul>	
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**B. General Conditions**

- (i) Persons working in Government/Public Sector Undertakings/Autonomous Organizations should submit their applications through proper channel.
- (ii) Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
- (iii) Applications received after the due date, unsigned applications, applications where the post number is not filled in/ not filled in correctly, applications if not followed by the

copy through proper channel, and applications incomplete in any respect, will not be considered.

- (iv) Only Indian Nationals need apply.
- (v) Canvassing in any form will be a disqualification.
- (vi) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- (vii) The applications must be sent in neatly hand-written or typed out in A-4 size paper 210x297 mm
- (viii) Applications received after the due date will not be considered.
- (ix) If an applicant is applying for both the posts, separate application affixing the name of the posts on the envelope, should invariably be submitted.

**C. Interested qualified persons may send applications to the following address not after than 21 days from the date of advertisement in newspapers.**

Manoj Kumar Gangeya  
Director  
Ministry of Environment, Forest and Climate Change  
JAL Block, HSM Division, 2nd Floor,  
Indira Paryavaran Bhawan,  
Jor Bagh Road,  
New Delhi - 110003

**D. Proforma for application**

- 01. Advertisement No and the post applied for & Post No.
- 02. Name (in block letters)
- 03. Date of Birth (Christian era)
- 04. Nationality
- 05. Father's /Husband's Name
- 06. Address for correspondence
- 07. Nearest Railway Station
- 08. Whether SC or ST or OBC or PH
- 09. Educational Qualifications
- 10. Secondary and Tertiary skill, if any
- 11. Total experience directly relevant to the post applied (in months)  
*(attested copies of certificate indicating the period to be attached)*
- 12. Total employment experience and details (in months)  
*(attested copies of certificate indicating the period to be attached)*
- 13. If selected, minimum time required to join the post
- 14. Any other information

**Declaration:** I affirm that information given in this application is true and correct, I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

**(Signature of the applicant)**

**Place:**

**Date :**