

GOVERNMENT OF ASSAM
DIRECTORATE OF HANDLOOM & TEXTILES
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***Draft Terms of reference (ToR) for contractual engagement of Accounts Assistant under
“Swanirbhar Naari” implemented by Directorate of Handloom & Textiles, Assam***

1. BACKGROUND AND OBJECTIVE OF THE SCHEME-

As per the budget announcement for the FY 2021-22 and subsequent approval and sanction received from Government of Assam, Directorate of Handloom & Textiles, Assam is implementing a state flagship scheme “Swanirbhar Naari” to procure traditional hand-woven items directly from the indigenous weavers without involving any middlemen. The procured items will be sold through showrooms of Assam Apex Weavers and Artisans Cooperative Federation Ltd.(ARTFED) and Assam Government Marketing Co-operation (AGMC) Limited in and outside of the state including existing e-marketing platforms. Altogether 31 numbers of benchmarked traditional handloom products produced by indigenous weavers of the state will be procured under the scheme. To execute the various processes like registration of weavers, procurement, payment and inventory management, a dedicated portal has been developed under the scheme.

The Director of Handloom & Textiles, Assam will have the administration control over the entire procurement process. The products procured under the scheme will be sold through well performing branches of ARTFED (JAGARAN) / AGMC (Pragjyotika) within and outside the state. The Director of Handloom & Textiles, Assam will look after the physical and financial progress of the scheme on day to day basis. For providing technical support for smooth implementation of the “Swanirbhar Naari” scheme, the Director of H&T, Assam has proposed to hire 2 **(two) nos. of Accounts Assistants** on purely contractual basis for implementation period of the scheme. The Accounts Assistant will be responsible for maintenance of the project accounts of the “Swanirbhar Naari” scheme.

2. RESPONSIBILITIES

The key responsibilities of the Accounts Assistant is to assist the Accounts Manager in the following activities, but not limited to-

- a. To maintain all accounts and accounts related activities properly and correctly as per required formats /procedures.
- b. To maintain financial regularity of the transactions as per applicable financial rules, regulations, acts and policies of the state.
- c. To examine and finalization of payment of all bills.
- d. To look after the matter of realization of the fund.
- e. Submission of replies of Audit Observation and objection to the authority in time.
- f. Timely execution of all tax related activities.
- g. Supervision & Monitoring of status of submission of UCs of Grants etc.
- h. Preparation of monthly/quarterly/half yearly and annual reports of expenditure.
- i. Management, compilation and reporting of data received through the “Swanirbhar Naari” Portal.
- j. Coordination with bank for timely release of payment to the weavers.
- k. Any other work assigned by the Director, H&T, Assam or by the “Core Team” constituted for implementation of the **“Swanirbhar Naari”** Scheme.

3. QUALIFICATION, EXPERIENCE, AGE ETC.

3.1 EDUCATIONAL QUALIFICATION: The candidate must be a Bachelor of Commerce from a recognized University/Institute of repute with adequate knowledge of Tally.

3.2 WORKING EXPERIENCE: The candidate should have at least 5 years of working experience in similar or closely related works.

3.3 COMPUTER PROFICIENCY: The candidate must have experience of using internet based applications, using and working with advance word processing / Spreadsheet including MS Word /

MS Excel/MS PowerPoint and other related application. Knowledge of Tally is mandatory and other basic knowledge of any Financial Management software will be preferred.

3.4 LANGUAGE PROFICIENCY: The candidate should have excellent command over Written and spoken English and Assamese language.

3.5 DESIRABLE SKILLS ETC:

- a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi-tasking.
- b. An understanding and experience and updated with accounting software.
- c. Good social, analytical and planning skills, the candidate must show initiative, synthesis, organization and personal dynamism, be self –motivated and should possess ability to work independently as well as in teams.

3.6 AGE: The age of the candidate should not be more than 30 years on 1st January 2022.

4. DURATION OF CONTRACT / NOTICE PERIOD ETC.:

4.1 The tenure of Accounts Assistant is intended for one (1) year from the signing of the agreement. However, extension of service of the Accounts Assistant beyond one (1) year from the date of signing the agreement will depend on approval of the Government, availability of fund under the scheme and his/her performance.

4.2 The contract of **Accounts Assistant** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate, Handloom & Textile, Assam, Guwahati. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the implementation tenure of the "**Swanirbhar Naari**" scheme. The Directorate of Handloom & Textile/Govt. of Assam shall not undertake any responsibility for subsequent deployment of Accounts Assistant after discontinuation of the scheme.

4.3 The **Accounts Assistant** will have to serve the Directorate on full time basis.

5. REMUNERATION, PAYMENT TERMS & LEAVE:

5.1 The fixed consolidated remuneration of **Accounts Assistant** shall be in the range of Rs. 3.00 to Rs 4.20 lakh per year depending on the qualifications, experience, competency, performance in the interview and also the remuneration/pay package of the last assignment. The remuneration will be paid in monthly basis. This remuneration shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable will be dealt with as per applicable laws.

5.2 Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing Govt. of Assam rules with due prior approval of the authority.

5.3 The provisions of leave would be as prevailing Govt. of Assam rules.

6. REPORTING & PERFORMANCE REVIEW:

The **Accounts Assistant** will report to the Accounts Manager, Director, Handloom & Textiles, Assam and the "Core Team" constituted for implementation of the "**Swanirbhar Naari**" Scheme. The performance of the Accounts Assistant will be evaluated by Director, Handloom & Textiles, Assam on quarterly basis.

7. FACILITIES TO BE PROVIDED TO ACCOUNTS ASSISTANT:

The **Accounts Assistant** will be provided with one office space along with computer, printer, computer stationery / office consumables and internet access. However, **Accounts Assistant** shall not be provided with any clerical assistance.

Note: *The Directorate of Handloom & Textile, Assam, Guwahati, reserves the right to change update or modify this ToR at any stage of the recruitment process.*

APPLICATION FORM

(For contractual position of Accounts Assistant to be recruited for implementation of “SWANIRBHAR NAARI” scheme under Directorate of Handloom & Textiles, Assam)

PERSONAL DETAILS

1. Full Name of the Candidate (In Block Letters):
2. Father's / Husband's Name:
3. Mother's Name:
4. Gender :
5. Nationality (attach a copy of evidence):
6. AADHAAR Number:
7. Permanent Postal Address (attach a copy of evidence)
8. Police Station:
9. Current Address:
10. Mobile No:
11. Mobile No. (WhatsApp messenger):
12. Email ID:
13. Date of Birth (attach a copy of evidence) (DD/MM/YYYY):
14. Age: (As on 1st January 2022) _____years _____month(s)

EXPERIENCE DETAILS

1. Total Professional Experience : _____years _____month(s)
2. Employment details (starting from latest, attach copy of experience certificates, add additional rows, if required):

Sl#	Employer Name, Address and Contact details	Designation	Duration (DD/MM/YYYY to DD/MM/YYYY)	Key Responsibilities

QUALIFICATION DETAILS

1. Educational Qualification (add additional rows, if required. Attach a copies of certificate):

Sl. No	Examination	Subject	Yr. of passing	College/ University/ Institute	Board / University/ Institution	Class / % of marks obtained
1.	Post Graduation					
2.	Graduation					
3.	H.S./H.Sc.					
3.	H.S.L.C.					

2. Language proficiency (add additional rows, if required): (please tick)

Sl. No	Language	Read	Write	Speak

3. Computer proficiency (add additional rows, if required):

Sl. No	Program/Software/ Applications	Excellent	Good	Average

4. Name and Addresses of two persons from whom we may seek reference about you:
(The two persons must not be related to you and must have interacted with you for more than 2 yrs in a Professional and / or academic capacity during the last 5 years)

Sl. No	Name of the person & designation (if any)	Address	Phone No	E-mail ID
1.				
2.				

5. Do you have any criminal or corruption charges against you? (if yes furnish details)
6. Have you ever been discharged or forced to resign from any position? (if yes furnish details)
7. Write a brief note describing why would you like to be associated with us: (Maximum 250 words)

Declaration: I certify that the statement made by me in this application are true, complete and correct to the Best of my knowledge and belief. Permission is hereby given to the Directorate of Handloom & Textile Deptt., Govt. of Assam to make such investigations as are necessary on the information given above. I understand that any misrepresentation of fraudulence of material omission made herein or in any other document requested by the Directorate of Handloom & Textile Deptt., Govt. of Assam. would render dismissal and termination of my candidature / service / contact apart from other penal action as per the law.

Date:

Place:

Signature of the candidate