

**For Office Use Only**

Post Code: PMU-Accounts Officer – March-11

Application No. \_\_\_\_\_

PASTE  
LATEST  
PHOTO  
HERE

**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN  
MAHARASHTRA (CAIM)**

Application Form for the post of Accounts Officer in Programme Management Unit (PMU), Amravati  
(Post Code – PMU-Accounts Officer – March-11)

**(A) Personal Details**

Date of Application	
Name ( in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) (Age as on 01-03-2011)	
Address for Communication	
Contact Information:	Landline _____ Mobile _____ Email _____
If selected, Notice period:	

**(B) Educational Qualification:**

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

**(C) Competency:**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position.(e.g. : Project management,Leadership,Team work, Negotiator/communicator, Facilitator of Change , Performer etc.)


**(D) Experience**

Please list beginning from most recent

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

**(E) Experience Relevant to the Post Applied:**


**E) References with contact details:**

1.
2.

**(F) Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**(Signature of the Applicant with Date )**

## **Other Information related to the Post of “Accounts Officer” in the Office of PMU, Amravati**

### **(1) Eligibility Criteria (PMU - Accounts Officer)**

The essential qualifications include a post graduate degree in commerce, accounting, finance or comparable post graduate professional qualification and a minimum of 6 years professional experience in financial management, preferably in managerial position. Chartered Accountant candidate may be given preference. Candidates with previous experience in internationally assisted Rural Development projects and aptitude for working in the rural areas will be given preference.

### **(2) Job Requirements (PMU – Accounts Officer)**

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels. He/she will report to the Additional Programme Director/Programme Director. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain Project Accounts;
- Coordinate with the District DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time;
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement;
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the Programme Director or Additional Programme Director including attending all PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.

### **(3) Remuneration (Accounts Officer)**

Maximum Rs. 6.30 Lakhs per annum (Consolidated)