

**Government of Madhya Pradesh
Finance Department
Directorate of Financial Management Information System
Madhya Pradesh
2nd floor, Vallabh Bhawan-1, Bhopal .
Website: www.finance.mp.gov.in**

BROCHURE

Appointment of Consultant for providing consultancy services to Finance Department, GoMP

Application are invited from eligible Applicants for appointment to the post of Consultant in Finance Department, Government of Madhya Pradesh.

2. JOB DESCRIPTION :

The consultant shall provide consultancy inputs to the office of Finance Department ,Government of Madhya Pradesh, as detailed below:

- Analysis and Examination of financial and service rules related issues presented to Finance Department for opinion.
- Updating/Re-writing of Rules and Acts administered by Finance Department .
- Opinion on court decision compliances and anomalies in Pay Fixation issues .
- Other works assigned by the Department from time to time.

3. PERIOD OF ENGAGEMENT:

The Appointment shall be on contractual basis and tenure for the services shall be 1 (One) year from the date of Appointment .The services may be extended by another 1 (One) year by mutual agreement. Any further extension shall be done after approval of the Finance Department .

4. EIIGIBILITY:

- Super time Scale/ Senior Selection grade / Selection Grade Retired Officers from Madhya Pradesh State Finance Services.
- Experience of working in state secretariat would be desirable.
- Shall not have attained an age of 67 years on the date of application.

5. REMUNERATION:

- During the period of Consultancy a consolidated remuneration of Rs 60000 (Rupees Sixty Thousand only) shall be paid per month. No salary and allowances will be paid other than this remuneration.
- All payment shall be made in Indian Rupees and shall be subject to deduction of taxes, if any.

- During the period of contract the consultant can avail a maximum of 13 (thirteen) leave and 3(three) optional leaves during a calendar year. This leave shall not be accumulated for the next year. any other type of leave will be considered as leave without pay.

6. SELECTION PROCEDURE:

- A Selection committee shall be constituted.
- The Committee will scrutinize the Applications and prepare a list of shortlisted candidates for interview. List of shortlisted candidates shall be published on the Finance Department Website.
- All shortlisted candidates shall be intimated via e-mail prior to interview. No TA/ DA shall be payable for appearing in interview .
- Selected Candidates shall be required to join the office on or before 15 (FIFTEEN) days from the date of issue of offer letter.
- Finance Department Government of Madhya Pradesh reserves the right to accept or reject any or all applications without assigning any reason and shall bear no liability whatsoever consequent upon such decision.

7. How to Apply:

- The Application with duly filled Curriculum Vitae (as per Annexure-A) may be submitted to the Directorate of Financial Management System (FMIS) on or before 14.08.2020 till 1500 Hrs. (Application Due Date). Application received after the due date and time will not be considered for evaluation.
- Application received through hard copy or email shall only be considered for evaluation and proposals submitted by fax or telex, telegram shall not be entertained.
- Applicant shall write the following in bold letters on the cover of the Application.

"APPLICATION FOR APPOINTMENT OF CONSULTANT FOR PROVIDING CONSULTANCY TO FINANCE DEPARTMENT ."

- Interested applicants may send their application on following address:

**To,
The Director,
Directorate of Financial Management Information System,
218-H, Second Floor,
Mantralaya-1,
Vallabh Bhawan ,Bhopal
Pin 462004
Email Address: mpfmis@yahoo.com
Contact: Shri Arvind Borkar (9425335482)**

CURRICULUM VITAE (CV) OF APPLICANT

Affix
Insert
passport size
photo

1. Name:
2. Permanent Address:
3. Communication Address:
4. Contact No.:
5. Email id:
6. Date of Birth:
7. Nationality:
8. Educational Qualification:
(Starting with latest Qualification)

Sr.No.	Examination Passed/ Degree Obtained	Name of Institution	Year of Completion of Course
1.			
2.			
3.			

9. Employment Record:

(Starting with latest position, list in reverse order every employment held.)

Sr.No.	Name of Organization	Period of Employment		Position Held
		From	To	
1.				
2.				
3.				

10. List of all relevant work on which the Applicant has worked.

- Name of Assignment
- Name of Employer/Department
- Nature/Brief description of Assignment

Certification:

1) I am willing to work as Consultant for this Assignment and I will be available for entire duration of the assignment as required.

2) I, the undersigned, hereby certify that the credentials given above are true to the best of my knowledge and belief.

Place:--.....

(Signature and Name of the Applicant)

Notes:

1. Each page of the CV shall be signed in ink by the Applicant.
2. Self-attested supporting document of Qualification and Experience must be submitted along with Annexure "A". In the absence of such supporting documents the application may be liable to be rejected.
3. If an Applicant makes a false statement regarding his Qualification, experience or other particulars, he/she will be liable to be debarred for any further assignment of the Finance Department for a period of 3 (three) years. The award of this assignment to the Applicant may also be liable for cancellation in such an event.