

8802-10-31

**GOVERNMENT OF ODISHA**  
**HIGHER EDUCATION DEPARTMENT**

\*\*\*\*\*

No 59 /HE  
265/HE/WB/OHEPEE/20-21

Dated: 18.01.2023

**Express of Interest (Eol) for "Engagement of Consultant (Finance)" at PMU  
OHEPEE, Higher Education Department.**

The Higher Education Department (HED), Government of Odisha in association with the World Bank is working on a program namely "Odisha Higher Education Program for Excellence and Equity (OHEPEE)" which aims to strengthen the capacity and improve governance of the Higher Education Sector in the state of Odisha and also work towards providing equitable access and quality to selected Higher Education Institutions (HEIs).

The program invites Expression of Interest (EOI) from interested individuals for the post of Consultant (Finance) to support the Project Management Unit (PMU) of OHEPEE which has been established by the Higher Education Department, Government of Odisha. The selected candidate will be engaged at the PMU of OHEPEE at 2<sup>nd</sup> Floor, Pustak Bhawan, A 11, Suka Vihar, Bhubaneswar – 751022.

Interested individuals may obtain detail terms & conditions by downloading the Eol document from the official web portal of Government of Odisha i.e <https://odisha.gov.in/> or official website of Higher Education Department i.e <https://dhe.odisha.gov.in/>.

Encl: Eol Document

  
**State Project Director, OHEPEE**

Memo No. 60 /HE

Dt. 18.01.2023

Copy forwarded to the Sr. PS to Principal Secretary to Government, Higher Education Department for kind knowledge of the Principal Secretary.

  
**State Project Director, OHEPEE**

Memo No. 61 /HE

Dt. 18.01.2023

Copy forwarded to Ms. Sangeeta Dey, Task Tem Leader OHEPEE, World Bank, 70, Lodi Estate, New Delhi for kind information.

*TBR*

**State Project Director, OHEPEE**

Memo No. 62 /HE

Dt. 18.01.2023

Copy forwarded to The Joint Secretary to Government, IT Section, Higher Education Department with a request to publish the Eol document in the official website of the "Higher Education Department" for wide publicity.

*TBR*

**State Project Director, OHEPEE**

Memo No. 63 /HE

Dt. 18.01.2023

Copy forwarded to The Head, State Portal Group, Lok Seva Bhawan, Bhubaneswar with a request to publish the Eol document in the official portal of "Government of Odisha" for wide publicity.

*TBR*

**State Project Director, OHEPEE**



**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT  
PROJECT MANAGEMENT UNIT - OHEPEE**

**Express of Interest (Eoi)**

**for**


**“Engagement of Consultant (Finance)”**

**Proposal No:** OHEPEE/EOI//22-23/01

**Dated:** 20<sup>th</sup> January 2023

**Issued by:**

State Project Director, OHEPEE  
Higher Education Department,  
2<sup>nd</sup> Floor, Pustak Bhawan,  
A-11, Suka Vihar,  
Bhubaneswar-751022

  
**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**

## TABLE OF CONTENTS

Section	Description	Page No
1	Notice of Invitation	05
2	Summary of the position	06
3	Terms of Reference (ToR)	07 ~ 08
4	Selection Process	09
5	Annexure I: Application Form	10 ~ 11

*Aek*  
**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**

## **SECTION 1: NOTICE OF INVITATION**

The Higher Education Department, Government of Odisha in association with the World Bank is working on a program namely "Odisha Higher Education Program for Excellence & Equity (OHEPEE)" which aims to strengthen the capacity and improve governance of the Higher Educational Institutions (HEIs) in the state of Odisha and also work towards providing equitable access and quality to HEIs (137 Colleges & 10 State Universities) selected under the OHEPEE program.

The OHEPEE invites Expression of Interest (EOI) with from interested and experienced individuals for the position of Consultant (Finance). The main objective of hiring the consultant is to support the Project Management Unit (PMU) which has been established by the Higher Education Department, Government of Odisha for the OHEPEE program.

The consultant is required to assist the PMU in the execution of the program in her/his area of expertise i.e Financial Management, provide support to the HEIs selected under OHEPEE and support to the Higher Education Department in different other activities as and when required.

*Auth*

**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**


**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**

## SECTION 2: SUMMARY OF THE POSITION

The Summary of position of the consultants is as follows:

Sl. No	Name of the Position	No. of Vacancies	Amount of Consolidated Remuneration	Terms of Reference
1	Consultant (Finance)	01	Rs. 70,000/-	Refer to Section 3

- a) Applications from eligible candidates for the aforesaid position are invited only through email at [pmuohepee@gmail.com](mailto:pmuohepee@gmail.com) as per the proforma enclosed as **Annexure 'I'**.
- b) Along with **Annexure 'I'**, the interested candidates must attach the in email the scan copies of; attested copies of the educational mark sheets, certificates, work experiences certificates and professional qualifications certificates (if any).
- c) The application through email must be addressed to The State Project Director, OHEPEE and subject of the email must be "Application for the post of Consultant (Finance)".
- d) Last date for receiving of application through email is 27<sup>th</sup> January 2023 (**by 12 Noon**). Applications received after the scheduled date & time will not be accepted and in hand submission of application will not be accepted.
- e) Only shortlisted candidates will be intimated through email to appear the personal interview.
- f) The State Project Director, OHEPEE reserves the right to reject any or all applications with or without assigning any reason thereof.

  
FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT

### **SECTION 3: TERMS OF REFERENCE (TOR)**

#### **Desired Skills and Experience:**

- a) Masters Degree in Finance or Economics.
- b) Professional qualifications such as Chartered Accountant / Cost Accountant will be given strong advantage.
- c) Minimum four years of working experience in financial management, fund management, budget preparation, statutory matters (GST, IT return filling).
- d) Knowledge of Government of Odisha's finance rules, procedures and treasury operations.

#### **Key Responsibilities:**

- a) Conduct financial management assessments, providing support for on-going fund disbursements, preparing budget and other financial reports as and when required. Monitor all financial activities of the selected HEIs.
- b) Shall be coordinating with the World Bank Finance Team and Disbursement Team on the matter of Disbursement and FM aspects.
- c) Shall be responsible for submission of disbursement claims and compliance thereof to CAA & A, Government of India and the World Bank.
- d) Shall be responsible for maintenance of books of accounts and records in computerized accounting environment.
- e) Shall reconcile the Utilisation Certificates in AG office on the Grant In Aid bills.
- f) Prepare the sanction order & bills.
- g) Assist in preparation of the annual budget of the project and to ensure expenditures in accordance with the budget.
- h) Submit Monthly Progress Report to Finance Department.
- i) Prepare the QPR and submit to the World Bank in time
- j) Shall ensure implementation of financial rules and regulation in Project Procurements.
- k) Shall prepare quarterly projections for disbursements.
- l) Shall maintain all statutory compliance (e.g., Income Tax Act, GST) and ensure all regular compliance for filing of returns, tax deducted at source, applicability of GST, and so on.
- m) Assist in implementation of effective, efficient and timely payment to Contractors / Suppliers / Consultants / vendors.

- n) Prepare regular record (Offline/Online) on financial progress of the program in alignment with technical progress.
- o) Assist in the budget validation and sanctioning of funds to the implementing agencies
- p) Assist in Coordination with Controller of Aid Accounts and Audit (CAAA), Department of Economic Affairs, Ministry of Finance, Government of India (GOI) for timely funds flow.
- q) Assist in Follow-up with all implementing partners for the timely preparation and submission of project financial statements and records for all expenditures incurred on the project.
- r) Providing the financial data/report as per GoO and the World Bank requirement for progress monitoring, reporting and decision making.
- s) Provide necessary support/training to the teaching/ non-teaching staffs of the selected HEIs and design / provide inputs on financial training modules.
- t) Coordinate with AG and LFA officials to conduct audits, consolidate audit reports, analyze audit observations and follow up to ensure audit observations are resolved.

**Duration of Engagement:**

- a) The position of the Consultant (Finance) is purely on contract basis.
- b) Duration of engagement is from 14<sup>th</sup> February 2023 till end of March 2024 or coterminous with the program.

*Auth*

**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**



## SECTION 4: SELECTION PROCESS

For selecting the best candidate for the Consultant (Finance) position the following framework will be followed:

- The individual will be selected and engaged on the basis of her/his qualifications, experience and score secured in the personal interview.
- Only those candidates shall be shortlisted for interview who will score minimum 50 in Educational Qualification and Work Experience criteria.
- Shortlisted candidates will be intimated through email for the Personal Interview which will be conducted by members of the selection committee.

<b>SCORING PATTERN FOR SELECTION OF CONSULTANT (FINANCE)</b>		
<b>Sl. No.</b>	<b>Parameter(s)</b>	<b>Score Allotted</b>
<b>1.</b>	<b>EDUCATIONAL QUALIFICATION</b>	
a)	Master's Degree (Minimum requirement):	25
b)	If having Chartered Accountant / Cost Accountant Membership:	05
c)	Maximum Score can be secured by a candidate:	<b>30</b>
<b>2.</b>	<b>WORK EXPERIENCE</b>	
a)	4 years of work experience (Minimum requirement):	25
b)	If having 5 to 7 years of work experience	2.5
c)	If having 8+ years of work experience	2.5
d)	Maximum Score can be secured by a candidate:	<b>30</b>
<b>3.</b>	Personal Interview	40
<b>4.</b>	<b>Total Score:</b>	<b>100</b>



**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**

## Annexure 'I' (Application Form)

<b>Position applied for</b>	Consultant (Finance)	Paste recent Passport size photograph here
-----------------------------	----------------------	--

### 1. Personal Details:

Name of the Candidate		
Father's/Husband's Name:		
Address:	Permanent	Present
Mobile No:		
E-Mail Address:		
Alternate E-Mail Address:		
Date of Birth (dd/mm/yyyy):		
Category:		
Gender (Male / Female):		

### 2. Educational Qualifications:


Qualification	Institution	Board / University	Year of Completion	Division /Grade	Percentage of Marks /CGPA Obtained

### 3. Other Training / Qualifications (Including Relevant Short Training Courses)

Course	Duration	Institution	Details

### 4. Employment / Experience Details (Starting from the present position)

Name and Address of the Employer	Designation	Duration		Experience in year and month	Brief description of Duties
		From	To		

  
**FINANCE OFFICER, OHEPEE  
 HIGHER EDUCATION DEPARTMENT**

5. **Computer Literacy:**

Software	Level of Knowledge (Please tick relevant column)		
	Average	Good	Expert
MS Word			
MS Excel			
MS Power Point			
Other (Please specify)			

6. **Language Proficiency (Please tick in the appropriate box)**

Language	Ability to converse			Ability to Read			Ability to write		
	Avg.	Good	Excellent	Avg.	Good	Excellent	Avg.	Good	Excellent
Odia									
English									
Hindi									

7. **Reference : (Two persons to whom you have professionally reported)**

Reference 1	Reference 2

8. Letter of Motivation indicating the reasons of your interest for the post (maximum in 500 words)

**Declaration:**

I do hereby declare that all the information submitted in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Signature of the Applicant

Place



**FINANCE OFFICER, OHEPEE  
HIGHER EDUCATION DEPARTMENT**