

Project Management Unit, NLRMP, BOR Uttarakhand

APPLICATION FORM FOR ENGAGEMENT OF ACCOUNTANT

1.	Advertisement Date:		<div style="border: 1px solid black; padding: 5px; text-align: center;">Affix a recent passport size photograph duly attested by the candidate</div>
2. (a)	Name of the assignment applied for and Job code:		
2. (b)	Period required to join if selected:		
3.	Name in full (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY): Age as on the date of application:		
6.	Nationality		
7.	Sex		
8.	Email id <i>(mandatory as all future communication will be on this email id)</i>		
	Contact Number <i>(mandatory as all future communication will be on this contact number)</i>		
9.	Postal address for communication with pincode		
10.	Permanent address with pincode		



11.	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	Yes / No If YES please give details in separate sheets.
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12. Educational/Professional and Technical Qualifications (Starting from class 12) **Do not attach any copies/originals; they would be required at the time of interview/ verification:**

Sl.	Examination Passed	Name of the Board/University	Duration of Degree/ Diploma/ Training	Year of Passing	CGPA/% of Marks	Specialization

13- Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl. No.	Department/ Organisation	Post Held	Experience	Period of employment		Scale of Pay
				From	To (Retirement)	



14.	Pay in the Pay Band and Grade Pay / Pay in the pay scale, and total emoluments in the post currently held/ before superannuation.	
15.	Are you a member of any professional body? If yes, give details:	
16. References:		
(i)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:
(ii)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:
(iii)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:
17.	Additional remarks such as special qualification or experience not covered in the preceding columns.	
18.	Language competency: English Hindi <i>(pl mention 'Yes' or 'No' against each)</i>	Read Write Speak



DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the PMU, NLRMP, BOR Uttarakhand and if already engaged for any assignment in the PMU, NLRMP, BOR Uttarakhand my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant

General Conditions

1. All the assignments are purely on contract basis for an initial period of 1 year with provision of extension depending upon project requirement and individual performance.
2. The selected applicant will not have any claim or right for a permanent job with the PMU, NLRMP, BOR Uttarakhand or the Government of Uttarakhand or any of its organisations.
3. The assignments are open only to Indian nationals.
4. Screening Criteria: In case of more applications, apart from above mentioned criteria screening will be done based on relevant skill set, experience and professional qualifications.
5. Age Limit: The maximum age limit as on the last date of application is 65 years.
6. How to apply: Applications only on the prescribed form should be sent by Registered/SPEED POST to **Commissioner-cum-Secretary / Chief Executive Officer, NLRMP, Board of Revenue Uttarakhand, Ring road Ladpur, Dehradun, 248001**. Signed and scanned applications may be sent through e-mail to **ukbor.nlrmp@gmail.com**
7. The envelope should be super scribed with the assignment applied for.
8. Last date for receipt of application is **05-10-2015**.
9. Only Short-listed candidates will be called for interview. Candidates will be informed by email only and no separate communication will be sent. At the time of interview, they should bring Original Certificates of qualifications and experience and a photocopy of each of these documents.
10. No TA /DA will be paid for appearing for the interview.
11. The professional qualification mentioned against each assignment should have been obtained by the applicants under a regular course.
12. PMU,NLRMP, BOR UTTARAKHAND reserves the right to fill up the assignment or increase/decrease the number of assignments or even to cancel the whole process of engagement without assigning any reasons thereof.
13. Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and PMU, NLRMP, BOR Uttarakhand reserves the right not to consider such applicants for the selection process.
14. Candidates are advised to keep checking the website (**www.revenue.uk.gov.in**) for any information updates.
15. The PMU, NLRMP, BOR Uttarakhand reserves the right to relax requirements pertaining to any of the assignment at its discretion.

Place:

Date:

Signature of the Applicant



TERMS of REFERENCE for the post of Accountant

JOB TITLE:Accounts related all official work.

Location: Dehradun, Uttarakhand

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to:Project Management Unit under NLRMP.

BACKGROUND:

Uttarakhand Land Record Modernization Society is a registered Society under Society Registration Act 1860 and working under the aegis of Revenue Department, Govt. of Uttarakhand. The mandate of the society includes implementation National Land Record Modernization Program in Uttarakhand State under the guidelines of Department of Land Resources (DoLR), Ministry of Rural Development, Government of India.

Required skills and expertise/Qualification and Experience

Retired Govt. servant from Account's departments and from Accountant or above post. The person retired not before 31st August 2014 will only be considered for the post.

Terms and Conditions

1. Candidates will be selected on the basis of interviews for one year and services may continue as per further requirements.
2. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
3. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
4. After selection the candidate will have to sign an agreement before joining his duty.
5. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in PMU, Board of Revenue.
6. The competent authority reserves right to withdraw the aforesaid advertisement/posts without issuing any prior notice.
7. The Candidate will not be entitled for any kind of leave, except eight days' casual leave in One year period and this will be calculated on pro-rata basis. In case of unauthorized absence, BOR will be free to reduce emolument on pro-rata basis and in case of absence from office by more than eight days beyond entitled leave in six months period, BOR will be free to terminate the services without any notice.



8. The completed application form in prescribed format with self attested copies of all certificates (Retirement Order/Letter) with two latest and self attested passport size photographs should be submitted by registered/speed post by super scribing the words.

“APPLICATION FOR THE POST OF (Assignment name) to the **Commissioner & Secretary / Chief Executive Officer , NLRMP, Board of Revenue, Mussoorie Bypass, Ring Road, Ladpur, Dehradun 248008, Uttarakhand** latest by 05-10-2015 Signed application after scanning may be sent by e-mail to **ukbor.nlrmp@gmail.com**.

