

Directorate of Agriculture Jammu

180002

Advertisement No. 02 Dated : 02.04.2025

Directorate of Agriculture Jammu, working under the APD, Government of Jammu & Kashmir invites applications for the position of **“Finance Officer”** under JKCIP. The Engagement will be on a contractual basis, initially for one year, with the possibility of extension based on performance and project requirements. Details to apply and critical information is given hereunder.

Implementing Agency: Director Agriculture Jammu, JKCIP; Agriculture Production Department, J&K

Funding Agency: International Fund for Agriculture Development (IFAD)

Project Period: 7 years

Location: Directorate of Agriculture Talab Tillo, Jammu

Duration Initially one year, extendable based on performance and project requirements/coterminous

Background

The **Competitiveness Improvement of Agriculture and Allied Sectors Project in Jammu and Kashmir (JKCIP)** is an initiative focused on enhancing agricultural productivity, economic resilience, and sustainability for small holder farmers in the J&K region. Aligned with IFAD's strategic objectives, JKCIP aims to address high poverty rates, gender disparities, youth unemployment, and environmental challenges in J&K. Key project goals include boosting farmers' incomes through value addition, promoting climate-smart agricultural practices, and supporting enterprise development. By targeting niche and high-value crops like Basmati, Saffron, Kala zeera, Hill Garlic etc. and strengthening the agri-business ecosystem, the project seeks to make agriculture more competitive and sustainable.

Job Description

- Maintain the project accounts of the project party.
- Prepare Bank Reconciliation Statements of the project party every month.
- Prepare monthly progress reports with the actual and budgeted figures for each activity and the variance thereof.
- Facilitate timely disbursement of project funds for project activities.
- Follow up with the implementation partners and project staff to ensure that they submit their monthly statements within the stipulated time.
- Prepare the financial statements and the withdrawal application for submission to PMU.
- Provide accounts, statements and other documents as may be required by the Statutory/ Internal Auditor to ensure the timely completion of their assignment.
- Provide response on the internal audit report and external auditor's management letter.
- Perform such functions as may be delegated by Head of the Department.

Selection Criteria & Evaluation

- **Eligibility/Selection Criteria**

Criteria	Details
Educational Qualifications	<ul style="list-style-type: none">• Post-graduate Degree in Commerce and Accounting/bachelor's degree in commerce and accounting.
Professional Experience	<ul style="list-style-type: none">• 3-5 years of experience in financial accounting of projects/ company for candidates with post-graduation in commerce and accounting and 5-7 years' experience for candidates with graduation in commerce and accounting.• Computer literacy and proficiency in Tally or other accounting software and use of spreadsheets• Good knowledge of accounting• Working knowledge of audit requirements for financial compliance.
Key Skills	<ul style="list-style-type: none">• Strong ability to maintain project accounts, including preparing accurate and timely Bank Reconciliation Statements and financial statements.• Proficiency in preparing monthly progress reports with actual vs. budgeted

	<p>figures and analysing variances for each activity.</p> <ul style="list-style-type: none"> • Skilled in facilitating the timely disbursement of project funds for various activities and ensuring effective utilization. • Experience in working with implementation partners and project staff to ensure timely submission of monthly financial statements and other documentation. • Capability to provide required accounts, statements, and documents to statutory and internal auditors, as well as responding to audit reports and management letters. • Knowledge and experience in preparing financial statements and withdrawal applications for submission to the Project Management Unit (PMU). • Attention to detail to ensure compliance with financial regulations, guidelines, and accurate record-keeping. • Strong written and verbal communication skills for clear financial reporting and coordination with auditors, PMU, and other stakeholders. • Ability to analyse financial data, identify discrepancies, and propose corrective actions. • Familiarity with financial management systems like PFMS, Tally, and ERP solutions is desirable.
Knowledge of Policies	World Bank's/IFAD Procurement Regulations, Environmental and Social Standards, and Anti-Corruption Guidelines.
Age Limit	Not more than 55 years as on the application deadline.

• **Evaluation Criteria**

Criteria	Marks Allocation
Educational Qualifications	50 marks (pro-rata).
Professional Certifications	10 marks (e.g., CIPS, CPPP).
Experience	20 marks (4 marks/year beyond the minimum required).
Interview and Presentation	20 marks.

- i. The candidate with the highest total weighted score is ranked first.
- ii. If multiple candidates score similarly, a tie-breaker can be based on interview score.
- iii. Only shortlisted candidates meeting minimum eligibility criteria will be contacted for further evaluation, including interviews and presentations.
- iv. The top-scoring candidate will be offered the contract. If they do not accept or join, the opportunity will be extended to the next highest-ranked candidate, following the same process sequentially.
- v. **Minimum Qualifying Marks:** A minimum score of 55 out of 100 is required to ensure selection of quality consultants. If no candidates meet this threshold, the positions shall be re-advertised.
- vi. The candidate must be physically fit, motivated, and dynamic and result oriented and willing to join immediately after selection.
- vii. No TA & DA will be paid for appearing in the interview.
- viii. Date of interview shall be conveyed to the shortlisted candidates by telephone/email.
- ix. At the time of interview, candidates shall bring Original Certificates of qualifications and experience along with the Passport size photographs, Affidavits, NOC and self-attested photocopies of certificates; failing to do so may lead to rejection of candidature.
- x. The documents claimed by the candidate shall be verified for correctness. In case, it is found that any certificate is incorrect and/or is not as per the requirement, the Director Agriculture Jammu, shall be at liberty to reject/disqualify/disengage the candidate at any point of time when the discrepancy is brought to the notice of the Director Agriculture Jammu.

Remuneration & Payment Terms

- i. The consultant will be paid upto ₹0.80 lac per month.
- ii. Payments shall be made monthly on submission of attendance and actual deployment on pro rata basis.
- iii. The tax deduction at source (T.D.S) for the payments shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided.

Application Process

Interested candidates must submit the following:

- Cover letter
- Application form (attached herewith)
- Updated curriculum vitae
- Self-attested copies of educational and experience certificate
- Declaration of no prior convictions or sanctions.

Applications must be sent in a sealed envelope labelled “Application for Finance Officer” to the Directorate Agriculture, Talab Tillo, Jammu 180002

Postal address: Directorate of Agriculture, Gole Pulli, Talab Tillo, Jammu, 180002

Email address: diragrijammu-jk@jk.gov.in

Enquires:

Telephone: 0191-2505201 / 2552145

The date of submission of applications will start from 04.04.2025
Last date of submission of applications is 24.04.2025

Note: Applications must be submitted in both hard copy and via email as per the specified instructions before the given deadline. Any deviation from the prescribed submission process will lead to disqualification, and such applications will not be considered for evaluation under any circumstances.

Key engagement terms:

- i. **Working hours and leaves:** Consultant should follow Directorate/APD's working hours. Consultants will be entitled to 22 days Leave during one year (including 6 sick leaves) in addition to the Holidays observed by APD/Directorate. Leave and tour of professionals deployed shall be approved by the Director/Nodal Officer at Directorate level.
- ii. The working month will be 30 days, and the working days will be at par with the working of Directorate.
- iii. The Director of Agriculture Jammu/Nodal officers shall assign monthly/quarterly deliverable assignment to the consultant and performance of the consultant will be subject to review by the Director of Agriculture Jammu/Nodal officers.
- iv. Notwithstanding above, the contract may be terminated at any point of time by the Director Agriculture Jammu owing to, but not limited to, deficiency of service, sub-standard quality of work, breach of contract, reduction, or cessation of the requirements of work with no liability to the consultant.
- v. Directorate will provide office space, computers, office internet connectivity to the consultant.
- vi. Consultant would be eligible for travel allowance for official travel and for field visits as per actuals/norms.

- vii. The contract is purely temporary and does not guarantee future employment.
- viii. IFAD & JKCIP reserve the right to reject applications without assigning reasons.
- ix. The candidate's services can be terminated with one month notice or with remittance of one month pay in lieu thereof. If a candidate wishes to leave the services, he/she shall have to give one month notice or remittance of one month salary in lieu thereof.
- x. The candidate must be in good physical and mental health.

General Terms & Conditions

Prohibited practices

The Fund requires that all beneficiaries of IFAD funding, including the client and any consultants, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, consultants, sub-consultants, and any of their agents (whether declared or not) and personnel observe the highest standards of ethics during the procurement and execution of such contracts, and comply with IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations, revised on 12 December 2018 (Refer IFAD website for details)

For the purposes of these provisions, and consistent with IFAD's Anticorruption Policy, the terms set forth below are defined as follows, and referred to collectively as "Prohibited Practices":

- "a. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party;
- b. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation;
- c. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party;
- d. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of that or another party;
- e. "obstructive practice" is (i) deliberately destroying, falsifying, altering or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede an investigation by the Fund; (ii) threatening, harassing or intimidating any party in order to prevent that party from disclosing its knowledge of matters relevant to an investigation by the Fund or from pursuing such an investigation; and/or (iii) the commission of any act intended to materially impede the exercise of the Fund's contractual rights of audit, inspection and access to information.

The Fund will deny financing of a proposed contract award if it determines that the firm or individual recommended for award, or any of

- a. its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices in connection with an IFAD-financed and/or IFAD-managed activity or operation, including in competing for the contract.

In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. This may include ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier,

agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and
(iii) receive the proceeds of any loan or grant provided by the Fund.

The Fund also has the right to unilaterally recognize debarments by any of the International Financial Institutions that are members to the Agreement for Mutual Enforcement of Debarment Decisions if such debarments meet the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions.

In addition, the Fund has the right to, at any time, declare a mis-procurement and/or the ineligibility of any expenditures associated with a procurement process or contract if it determines that prohibited practices occurred in connection with this procurement process or contract and that the borrower/recipient has not taken timely and appropriate action, satisfactory to the Fund, to address such practices when they occur.

Bidders, consultants, contractors, and their sub-contractors, sub-consultants, service providers, suppliers, agents and personnel, are required to fully cooperate with any investigation conducted by the Fund into possible prohibited practices, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD-managed operation or activity and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

The consultant is obliged to disclose relevant prior sanctions and criminal convictions and any commissions or fees paid or are to be paid to any agents or other party in connection with this procurement process or the execution of the contract.

The consultant shall keep all records and documents, including electronic records, relating to this procurement process available for a minimum of three (3) years after notification of completion of the competition process or, in case the consultant who is awarded the contract, execution of the contract.

SECAP

Performance Standards

The resulting contract will be implemented in a manner consistent with SECAP, available on <https://www.ifad.org/secap>.

Sexual Harassment, Sexual Exploitation and Abuse

The Fund requires that all beneficiaries of IFAD Funding, including the client and any consultants, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, sub-consultants, and any of their agents (whether declared or not) and personnel comply with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. For the purpose of this provision, and consistent with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse as it may be amended from time to time, the terms set forth below are defined as follows:

Sexual harassment means "any unwelcome sexual advance, request for sexual favour or other verbal, non-verbal or physical conduct of a sexual nature that unreasonably interferes with work, alters or is made a condition of employment, or creates an intimidating, hostile or offensive work environment.

Sexual exploitation and abuse means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of others (sexual exploitation); the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (sexual abuse).

Clients and consultants shall take all appropriate measures to prevent and prohibit SH and SEA on the part of their personnel and subcontractors or anyone else directly or indirectly employed by them or any of subcontractors in the performance of the contract. Clients and consultants shall immediately report to the client or IFAD any incidents of SH and SEA arising out of or in connection with the performance of the contract or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The client may take appropriate measures, including the termination of the contract, on the basis of proven acts of SH, SEA arising out of or in connection with the performance of the contract.

The consultant is required to disclose any relevant prior sanctions, convictions, disciplinary measures or criminal records.

Sd/-

**Accounts Officer
Directorate of Agriculture
Jammu**

Application for Finance Officer, JKCIP

1. Personal Details

Full Name: _____

Date of Birth (DD/MM/YYYY): _____

Gender: _____

Address: _____

Phone Number: _____

Email: _____

2. Educational Qualifications (Attach self-attested copies of certificates)

Qualification	Degree Name	Institution	Year of Passing
Details of Minimum Qualification as per Advertisement			
Details of Additional Qualification as per Advertisement			

3. Work Experience (Attach certificates)

Organization	Position Held	Years of Experience	Key Responsibilities
Details of Minimum Experience as per Advertisement			
Details of Additional Experience as per Advertisement			

Details of Experience with Externally Aided Projects			
Details of Experience with Project Management/ Monitoring/ Support/ Implementation unit of Central/State/UT Government schemes/project/ Mission			

Total Years of Experience: _____

4. Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge. I understand that any false information may lead to my disqualification or termination of contract if selected.

Signature: _____ Date: ____ / ____ / ____