

**Assam State Disaster Management Authority****Vacancy Announcement**

Applications along with Prescribed Application form, are invited from **intending retired Assam Finance Service (AFS) Officers only**, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfill the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>
1.	Finance Officer	1 (one) No.

The application, complete in all respects **in the prescribed application form** and along with testimonials should be submitted on or before **18/06/2025 (5:00PM)** to,

**The State Project Coordinator,  
Assam State Disaster Management Authority (ASDMA),  
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,  
Dispur, Guwahati- 781006  
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application.

**Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>**

**sd/-  
Deputy Secretary &  
Administrative Officer,  
Assam State Disaster Management Authority.**

**1. Name of the Post : Finance Officer.**

**No. of posts - 1 No.**

**Essential Qualification & Experience:**

- Only retired AFS Officers shall be eligible to apply for the post.

**Duties and Responsibilities:**

The duties and responsibilities of the Finance Officer shall be governed by the instructions given in Annexure-II of the Delegation of Financial Rules, 1999, Govt. of Assam.

In addition to the above, the Finance Officer as the head of the Accounts Wing shall arrange and ensure the following functions:

- Preparation of budget estimates under different heads, viz.- Administrative expenses, Mitigation fund, Response fund, etc.
- Preparation of pay bills, TA bills, contingent bills towards administrative expenses, their security and submission to the Dy. CEO/CEO for approval.
- Maintaining a watch on the administrative expenses with reference to the budget estimate.
- Monthly bank reconciliation of balances as per books of the authority with the balances as per the books of the banks in which the authority has kept its Bank A/c.
- Compilation of monthly, quarterly accounts data for submission to Govt. as and when required.
- Preparation of Annual Accounts for audit.
- Dealing with correspondence relating to audit objections and inspection reports till these are finally settled.
- To maintain Accounts properly.
- As the head of the Accounts wing, the Finance Officer should arrange and ensure:
  - Proper maintenance of various records.
  - Posting of cash book daily, its closing and submission to him by the Accountant / Accounts Assistant.
  - Posting of the ledger on a daily basis for each month by working out the ledger totals under different heads and agreements with the closing cash / Bank balances as per the cash book.
- Any other duties and responsibilities that may be assigned to him/her from time to time.

**Duty Station:** Guwahati

**Remuneration:** Remuneration will be on the basis of last pay minus pension.





