

**Position:** Associate/ Senior Consultant - Finance

**Position Code:** CON-24

**No. of Position:** 01 (One)

**Duration:** The engagement is contractual initially for a period of one year and extendable based on performance and need of Department.

**Consolidated Fee:** The consolidated fee for Associate Consultant shall be **Rs.75,000/-** Per month and for Sr. Consultant: **Rs.1,25,000/-** per month.

**Job Description:** Responsible for financial matters related to project management under various funding schemes.

**Reporting System:** The Consultant shall report to GM (Head-Investment Department).

**Key Responsibilities:**

- Engaging with the applicants, grantees and FDD consultants for organizing pre and post sanction financial visits.
- Analysing FDD reports and initiating necessary action to address issues/concerns raised in the same.
- Examining and vetting of financial documents such as Bank statements, UC, SoE, etc., submitted by the grantees.
- Seek clarification/additional information from the grantees to address deficiencies observed in the financial documents to facilitate: (a) release of funds in ongoing projects and (b) financial closure of technically completed projects.
- Follow-up with the companies for UC, refund of unspent balance, sales certificate and royalty.
- Other financial matters associated with grant management.

**Essential Qualification:**

- CA / ICWA  
or
- B. Com with MBA-Finance /PGDM -Finance from a recognized Institute.

**Experience:**

**Associate consultant:** Between 3 years and 10 years, with minimum 03 years of post-qualification experience in financial matters related to project management.

**Senior consultant:** Between 11 to 19 years, with minimum 05 years of post-qualification experience in financial matters related to project management.

**Age Limit:** As on closing date of vacancy:

**Associate consultant:** 45 Years

**Senior consultant:** 50 Years