

## **Maharashtra State Rural Livelihood Mission (MSRLM)**

### **TERMS OF REFERENCE**

#### **Tally Consultant**

#### **1. Introduction**

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been constituted under the aegis of the National Rural Livelihoods Mission (NRLM) in Maharashtra in July 2011 with the support of the Government of India, the World Bank and the Government of Maharashtra. For effective implementation, the mission has been registered under the Societies Registration Act 1860 as an independent society under the chairpersonship of the Hon. Chief Minister of the state. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The mission envisions poverty elimination through social mobilization, institution building, financial inclusion and the creation of several models of sustainable livelihoods so that each poor family is able to secure incremental annual income. The key task under the mission is to reach out to 45 Lakh rural poor households of Maharashtra and stay engaged with them till they come out of poverty. The mission will bring about a paradigm shift in the approach to rural livelihoods and rural poverty eradication in that it engages directly with institutions of poor and empowers them to find lasting solutions to poverty. It sees the poor as the engines of growth rather than mere receivers of aid or being dependent on 'trickle down'. The NRLM believes that poor have the innate capabilities to overcome poverty if they are supported with sensitive, dedicated and responsive institutions at one level and by building strong and sustainable institutions of the poor themselves on the other.

Three tier committees have been formed under the MSRLM which comprise a General Body, Governing Body and an Executive Committee at the state level and governing bodies and executive committees at the district and block levels. Meetings of all the three state level committees are held regularly and the appropriate committees have sanctioned the creation of the State Mission Management Unit (SMMU), District Mission Management Units (DMMU), Block Mission Management Units (BMMU) and the appointment of key staff. The SMMU has been already established and effectively functioning under the leadership of the Chief Executive Officer, Chief Operating Officer and other team members

#### **2. Objectives of hiring Tally Consultant**

The main objective of hiring Tally Consultant is to streamline and update Tally Accounting at Headquarters (SMMU Level) and District level Tally Accounting Centers under MSRLM.

#### **3. Coverage :**

The Headquarters and work place for the consultant will be situated at the SMMU Office, CBD Belapur, Navi Mumbai. However, it is expected that the consultant will tour and provide a hand holding support to all the 34 district level accounting centers in Maharashtra.

#### **4. Eligibility:**

- a. The candidate willing to apply for the said post will be at least Commerce graduate with five years of working experience in Accounting.
- b. Candidate having experience of working with Government organization will be given preference.
- c. The candidate is expected to be well conversant with Tally ERP 9 Accounting Software.

#### **5. Scope of Work:**

- a. The consultant is expected to make all entries in Tally on a day to day basis at the SMMU level.
- b. He/She is expected to make a Bank Reconciliation Statement at the end of each month.
- c. He/She is expected to tour the State and extend technical support for Tally entries of the each accounting centers under MSRLM.
- d. He/She should generate all Books of Accounts (Cash Book, Ledgers, Balance Sheet, etc.) on monthly basis and get it attested from competent authority.
- e. Any other related work as directed by competent authority.

#### **6. Reporting:**

He/She should report to Accounts Officer of SMMU MSRLM on a daily basis. His/her monthly remuneration will be released only after submission of tally generated reports and Bank Reconciliation Statement.

**7. Contract Period:**

The assignment will for a period of one year from the date of signing of the contract and may be extended further up to one year depending upon the performance of individual consultant and requirement of MSRLM.

**8. Remuneration:**

- a) Payment will be made on monthly basis Remuneration INR 40000.00 (Rs. Forty thousand only) which will be inclusive of local taxes. The consultant should work all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis. If a consultant worked more than working days in a month maximum payment will be fixed to INR 40000.00.
- b) Fees to the Consultant shall be paid on a Monthly basis upon satisfactory delivery of work and a detailed invoice with breakup of expenses and number of workdays for the month.
- c) Applicable TDS will be deducted while making the payment as per the statutory requirements.
- d) In addition UMED will reimburse the cost of boarding, lodgings, food expenses and travel incurred during the assignment as per the benefits provided to Accounts Officer .
- e) Travelling charges to the field for the purpose of the assignment will be calculated from consultant's home location (i.e. State Mission Management office or District Mission Management office.)

**9. No of Consultant Required: 2 Nos (State Office)**

**R. Vimala IAS**  
**Chief Executive Officer**  
**Maharashtra State Rural Livelihood Mission**



**11. SECTION - B****12. 1. Educational Details (From S.S.C. onwards)**

Sr. No.	College/ Institute	University / Board	Qualification	Mark %	Year of passing	Subjects/ Specialization

**2. Other Courses / Additional Qualification**

Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

**3. Workshops & Trainings Attended**

Sr. No.	Name of the Program	Conducted by	Duration	Year

**SECTION C**

1. Nature of present employment: - (contract /permanent)

2. Work Experience Details

13. S r. No.	14. Na me of Organizati on	15. Join ing date	16. Lea ving date	17. T otal Experien ce in Years, Month and Days	18. Posi tion held	19. Plea se write the detailed Role & Responsibili ties handled. Use additional papers if required
20.	21.	22.	23.	24.	25.	26.
27.	28.	29.	30.	31.	32.	33.
34.	35.	36.	37.	38.	39.	40.
41.	42.	43.	44.	45.	46.	47.
48.	49.	50.	51.	52.	53.	54.
55.	56.	57.	58.	59.	60.	61.
62.	63.	64.	65.	66.	67.	68.
69.	70.	71.	72.	73.	74.	75.

3. A. Total work Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 B. Relevant work experience \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Please write why you find yourself suitable for this position in maximum 200 words:

5. Details of the current / last employment:

Current/Last Employer Place	Per month Salary in Rs.	Annual Salary in Rs.

1. Languages Known:

Sr. No.	Languages	Speak	Read	Write
1	English			
2	Marathi			
3	Hindi			

4	Any Other			
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Please mention fluency level (**Very Good/Good/Poor**)

**2. Extra Curricular Activities / Interests**

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**3. Any other information the applicant would like to mention: (Research papers, Publications, Membership with professional organizations, International exposure etc)**

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**4. Computer Skills Details:**

- (1)
- (2)
- (3)

**5. References:**

Sr. No.	Name	Contact No.and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:  
Place:

Applicant Signature

**Note:**

1. Application should be typed and signed by the applicant
2. Application along with self-attested required documents (copies) should be send in sealed envelope superscripted as APPLICATION FOR POST OF INDIVIDUAL CONSULTANT - **Please specify position**
3. Incomplete applications shall not be rejected.
4. Application received without mentioning the name of position shall be rejected and no further communication shall be made.
5. Applications received after due date for whatever reason shall not be accepted.
6. Last date for submission of applications is 21<sup>st</sup> August 2018 up to 5 PM.