



**State Commissionerate for Welfare of the Differently Abled,
No.5, KamarajarSalai,Lady Wellington College Campus,
Chennai-600 005.Land Line: 044-28444948.**

E-Mail: recruitment.tnpwdrights@gmail.com

Website: <https://www.scd.tn.gov.in>

NotificationNo. 11629/ad1.1/2021

Date:07.02.2023

DIRECTORATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS GOVERNMENT OF TAMIL NADU	
<i>RIGHTS Project : Inclusion, Accessibility & Opportunities for the Differently Abled in Tamil Nadu</i>	
TERMS OF REFERENCE FOR ENGAGEMENT OF <i>Accountant(A)</i>	
1.	BASIC DETAILS
Duty Station	: One of the selected district as per project plan(Chennai, Tenkasi, Dharmapuri, Tiruchirappalli and Cuddalore)
Language Required/preferred	: Tamil & English
No. of engagement	: 15
Duration of Contract	: 12 months on Outsourcing basis (Renewable subject to performance)
Reporting Officer	: District Differently Abled Welfare Officer(DDAWO)
Appointing Authority	: Project Director
2	BACKGROUND
i.	As per the Census (2011), Tamil Nadu is the sixth most populous state in India with a population of 72 million, which includes the proportion (1.63 percent) of persons with disabilities compared to national average of 2.21 percent. A study that used pooled data from the District Level Household Survey-4 (2012-13) and Annual Health Survey 2 nd updation round (2012-13) reveals that there are 4550 persons with disabilities amongst every 100,000 population in Tamil Nadu thereby indicating a much higher prevalence of disability in comparison to the census data. Therefore, if one goes by the

		estimates of this recent study, there would be about 3.2 million people in Tamil Nadu living with some form of disabilities. Moreover, even these estimations appear on the lower side especially since the definition and type of disabilities has undergone a change to include a larger population group since the promulgation of Rights of Persons with Disabilities Act, 2016
	ii.	Persons with disabilities face multiple socio economic constraints including poorer health outcomes, lower education levels, limited economic participation, and higher rates of poverty compared to persons without disabilities. They often experience exclusion and barriers in accessing health services, education, employment, transportation, information as well as care and rehabilitation services. Furthermore, households with a disabled member are more likely to experience material hardships—including food insecurity, poor housing, lack of access to safe water and sanitation, and inadequate access to healthcare. Thus, these limitations and barriers not only hinder their full and effective participation in the society, but also affect the country's productive potential, the human capital. In order to increase the human capital and reduce the achievement gap among people with disabilities, a coordinated and comprehensive package of interventions appears warranted for addressing the individual and community contexts at both, multiple and systemic levels.
	iii.	Tamil Nadu has always been a pioneer in the implementation of welfare schemes for all sections of socially disadvantaged groups. The Department for the Welfare of the Differently Abled Persons (CWDAP), through its various initiatives and schemes have extended full support to the differently abled people in their pursuit of full and equal involvement in every aspect of society. The CWDAP is largely responsible for all administrative, statutory and service delivery functions, which is implemented through its well experienced workforce at the state, district and local levels. The thrust areas of the CWDAP are: prevention and early interventions, special education, employment & vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids & appliances, and barrier free structure. Recently, CWDAP conducted a pilot project in a few blocks of the state and has identified a need for multi-sectoral, whole-government, and capacity building approach to care and rehabilitation of the differently abled.

	iv.	The RIGHTS Project focuses on three pillars: first, promote <u>inclusion</u> of all by ensuring that persons with disabilities participate equally with others in any activity and service intended for the general public, such as education, health, employment, and social services; second, improve the <u>access</u> of specialized programs by investing in specific measures for quality care, rehabilitation and support services; and third, provide <u>opportunities</u> for persons with disabilities for completion of education, skills training and market-linked employment opportunities. However, to manage the project at the proposed scale, substantial efforts would be required to build the current institutional capacity of the CWDA at all levels in terms of field units for administration, service delivery, supervision and monitoring, along with self-sustaining capacity.
	v.	The Project would be managed through the Directorate for Welfare of the Differently Able (CWDA), led by the Project Director (PD) RIGHTS project cum Director CWDA, hereinafter also referred as PD, and would have a team of staff/consultants.
	vi.	In order to provide accounting and financial services, the CWDA, for its RIGHTS PROJECT is seeking an interested and qualified person for the engagement of Accountant hereinafter also referred as 'Consultant' to assist the RIGHTS PROJECT, during its implementation.
3	OBJECTIVES AND SCOPE	
	Under the supervision of the District Differently Able Welfare Officer (DDAWO), the incumbent will be responsible for providing accounting and financial services in order to achieve the development objectives of the RIGHTS project. He/she will in particular be responsible for the Recurring and Non – recurring components of projects at the district level. The incumbent will:	
	i)	Support in Financial Management activities especially, Accounting related tasks pertaining to schemes/projects of RIGHTS project.
	ii)	Assist in finalizing the Charts of Accounts for the Project accounting at all levels.
	iii)	Maintain and supervise all accounting records and bills.
	iv)	Developing and using spreadsheet applications to follow up on the grant accounts and prepare periodic financial reports.
	v)	Manage cash balance and details of financial backlogs.

	vi)	Verify payments to ensure that all expenditures are authorized and recorded with all necessary supporting documentation.
	vii)	Prepare withdrawal applications for account replenishment, process payment orders etc.
	viii)	Prepare periodic financial statements for TN -RIGHTS.
	ix)	Ensure that the accounting system covers all the project activities and provide support to enable the systems upgradation to online/accrual accounting system whenever required.
	x)	Support internal audit processes pertaining to schemes/projects of RIGHTS
4	REPORTING AND REVIEW	
	The Senior Accountant will report to the District Differently Abled Welfare Officer(DDAWO) or any other official as assigned by DDAWO and work under his/her direct supervision on a day-to-day basis.	
5	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This engagement requires dynamic, experienced and analytical professionals with demonstrated experience of managing work with Accounts & Auditing related programmes.	
	i)	Full time bachelor's degree in accounting/ financial management/ public finance or any other relevant discipline(accounts) from a recognised university preferred
	ii)	2-3 years of accounting/finance experience in public finance accounting and auditing, preferably with National/State Government and/or development/donor organizations. Experience of managing accounts of projects with the Government of Tamil Nadu would be desirable.
	iii)	Knowledge of public sector financial and accounting systems and procedures.
	iv)	Demonstrate intermediate to advanced skills and knowledge of Tally.
	v)	Knowledge of Tamil Nadu Accounting Rules and Treasury system.
	vi)	Fully conversant with Tally based online accounting system and other books of accounts knowledge is mandatory. Diploma in tally will be an added advantage.
	vii)	Ability to transform a single-entry book keeping system to accrual-based accounting system for State/National Government would be desirable.

	viii)	Fluency in spoken and written Tamil and English.
6	Skills Required	
	i)	Good computer skills in MS-Office: Word, Excel and PPT
	ii)	Ability to work in teams and liaise well with others
	iii)	Good writing and presentation skills and ability to make presentations in English as well as Tamil.
7.	Remuneration	
	i)	The remuneration for the incumbent would be of Rs 25,000 per month . Only travel expenses will be paid additionally as per actuals. The incumbent will be located at the Directorate for Welfare of the Differently abled, No.5, KamarajarSalai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contract period. This consultant may require to travel as per Project requirements
	ii)	The incumbent will have to attend office at CWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays
8	APPLICATION PROCEDURE	
	i)	Potential candidates having significant experience in similar assignments may submit their detailed CV with a cover letter. The CV should be based on the fact that the candidate will have to substantiate with original documents during the selection process, failing which their candidature will be rejected. The initial period of the contract shall be 12 months with the possibility of further extension subject to the performance of selected candidates, availability of funds and requirement of Project.
	ii)	Potential candidates may submit their detailed CV with a cover letter through email addressed to: Project Director - RIGHTS Project cum Directorate for Welfare of the Differently Abled, No.5, KamarajarSalai, Lady Willingdon College Campus, Chennai-600005. E-Mail: recruitment.tnpwdrights@gmail.com with with the subject line: RIGHTS: Accountant - 2022.

Hard-copy of the application may be sent to:		
Project Director-RIGHTS Project cum Director, Directorate for Welfare of the Differently Abled, No.5, KamarajarSalai, Lady Willingdon College Campus, Chennai-600005.		
Application Link :	https://docs.google.com/forms/d/e/1FAIpQLSfpeFgUFnYsI8IQp3_cxJ37eNnGDcCGDeNgx8C-4tKNp10YoQ/viewform	
LAST DATE FOR THE SUBMISSION ON APPLICATIONS IS 25.02.2023		

Annexure I

**COMMISSIONERATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS
GOVERNMENT OF TAMIL NADU**

*RIGHTS Project : Inclusion, Accessibility & Opportunities for the
Differently Abled in Tamil Nadu*

FOR OFFICE USE ONLY

DATE OF RECEIPT:

APPLICATION NO:

Application for the post of Accountant

S. No	Details	
1	Name	
2	Age as on 01.11.2022	
3	Date of Birth	
4	Gender	
5	Father's Name	
6	PWD Candidate (Yes/No)	
7	Primary Mobile number	
8	Alternate Mobile number	
9	E-mail	
10	Total Years of Experience	
11	Address for communication	
12	Permanent address	

13	Educational Qualifications					
	Qualification	Year of Completion	% of marks/ CGPA	Institution	Full time/Correspondence	Board / University
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree					
	Full time degree or equivalent Post Graduate Degree					
	Certifications, if any					
	Other qualifications					
14	Language skills					
		To speak	To read	To write		
	English					
	Tamil					
	Others:1 -					
	Others:2 -					
	Others:3 -					

15	Work experience					
	Name of the organization	Designation	From	To	Full Time/Part-Time	CTC (In Lakhs)
Candidate may attach a brief note as an enclosure, on the responsibilities handled, extraordinary achievements, if any, in the previous responsibilities						

Terms and Conditions:

a) I have read and understood all the terms and conditions mentioned in the notification.

b) All the information provided by me is true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.

c) I will submit all certificates as and when requested by CWDA. I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any stage it is found that I have made false claims, I shall be debarred from participating in any recruitment process by CWDA.

Recent passport size colour photograph	Signature of the applicant
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Date:	Place:
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