

Bihar State Mining Corporation Ltd.

(Government of Bihar Undertaking)

Room No.164, Vikas Bhawan (New Secretariat), Bailey Road, Patna - 800015

CIN:-U10300BR2017SGC035811

Email:bih.minescorp@gmail.com

Website: www.bsmcl.in

Ref. No.

Date.....

Advertisement No. 2

Empanelment of senior auditors retired from the offices the Accountant General or Audit Services of any State Government / Central Government for short term assignment for physical verification of coal consuming units of BSMCL.

1. Bihar State Mining Corporation Limited (the Corporation) is a Public Sector Undertaking established by the Department of Mines & Geology, Government of Bihar. The Corporation has been nominated as State Nodal Agency (SNA) for coal e-distribution amongst Micro Small and Medium Enterprises (MSMEs) and other small consumers in the state of Bihar in accordance with the provisions of New Coal Distribution Policy, 2007.
2. The Corporation invites applications from Senior Auditors retired from the office of the Accountant General or Audit Services of any State Government / Central Government, who fulfills the eligibility criteria and honorably retired with satisfactory service record, for empanelment for short term assignment.

3. Job Description

The empanelled auditors shall report to the Administrative Officer-cum-Nodal Officer of the Corporation. Key responsibilities of the empanelled auditors shall be physical verification of those coal consuming units, which have executed FSA with the Corporation for supply of coal. The assignment of physical verification of the coal consuming units being physically verified shall include:

- i. Verification of coal purchased, coal consumed for production and balance quantity of coal at the end of the respective month;
- ii. Verification of number of manpower deployment i.e. quantitative detail of skilled, semi-skilled and unskilled manpower and compliance of labour laws by the unit;
- iii. Detailed verification of finished goods manufactured and quantity thereof;
- iv. Verification of GST invoices for sale of finished goods and their purchasers;
- v. Snapshot of running factory / unit site, stock of coal and finished goods; and
- vi. Any other deed or thing as may be decided by the Corporation in order to ensure proper utilization of coal supplied to the coal consuming units.

Operational guidelines will be handed over at the time of giving the assignment and the empanelled auditor shall adhere to the time frame fixed for completion of task.

4. Application for empanelment

- i. The application-cum-bio-data in Annexure – I (as attached) together with the certificates pertaining to educational qualification and proof of work experience should be mailed to bih.minescorp@gmail.com on or before 30/11/2021 .
- ii. Apart from mail, the applicants have to submit hard copy of application to the Administrative Officer, Bihar State Mining Corporation Limited, Room No. – 164, Vikas Bhawan (New Secretariat), Bailey Road, Patna - 800015 by post on or before the due date mentioned hereinabove.

- iii. Application for “Empanelment for short term assignment” should be mentioned on the envelope, carrying application-cum-bio-data.
- iv. Mere submission of application for empanelment or approval of the name for empanelment does not, in any way, constitute guarantee for empanelment by the Corporation. The empanelment will purely be the prerogative of the Corporation.
- v. Incomplete application or application without requisite enclosures will not be entertained.

5. Eligibility Criteria:

- i. Senior Auditors retired from the offices of the Accountant General or Audit Services of any State Government / Central Government not below the rank of Senior Auditor.
- ii. Good track record of performance and deep knowledge of systems and procedures.
- iii. The upper age limit for empanelment is 65 years.
- iv. The applicant should be experienced in audit and physical verification assignments.
- v. The applicant must be medically fit to carry out the assignment and a certificate from a registered medical practitioner is to be submitted in support thereof.

6. Remuneration and other perquisites:

- i. The remuneration will be paid only after completion of the task assigned and on submission of qualitative report.
- ii. The empanelled auditor shall be paid remuneration of INR 2,500/- per day for the days of work assigned.
- iii. No other allowances shall be admissible.
- iv. Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rate (s) of Income Tax Rules.

7. Other Terms & Conditions:

- i. The empanelled auditor will not sub contract / sub assign the allotted assignment.
- ii. The integrity of the retired auditors should not have been doubtful and cases of CBI or other law enforcement agencies should not have been contemplated / pending against the official.
- iii. The retired auditors will have to execute a stamped undertaking and declaration of Fidelity and Secrecy before taking up the assignment.
- iv. The empanelled auditors will not accept any assignment with any other organization during the period of their empanelment in the Corporation.
- v. The Retired auditors should have the working knowledge on computer.

Sd/-
(Administrative Officer)
BSMC Ltd.

Application-cum-Bio-data for empanelment of Senior Auditors retired from the offices of the Accountant General or Audit Services of any State Government / Central Government for short term assignment for physical verification of coal consuming units of BSMCL:

To,

The Administrative Officer,
Bihar State Mining Corporation Limited,
Room No. – 164, Vikas Bhawan (New Secretariat),
Bailey Road, Patna – 800015

Self-Attested
Passport Size
Photo

Sir,

In response to your advertisement dated, I hereby give my application for empanelment for short term assignment for physical verification of coal consuming units, which have sourced their coal requirement from the Corporation.

My bio-data is as under for your consideration:

Sr. No	Particulars	Details																													
1.	Name of Applicant																														
2.	Father's Name																														
3.	Date of Birth																														
4.	Mobile No.																														
5.	E-mail Id																														
6.	Permanent address of the applicant																														
7.	Address for Correspondence of the applicant																														
8.	Academic Qualification (Attach Certificate)	<table border="1"> <thead> <tr> <th>Name of Exam</th> <th>University</th> <th>Passing Year</th> <th>Marks</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Matric</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inter</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Graduation</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post-Graduation</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name of Exam	University	Passing Year	Marks	Remarks	Matric					Inter					Graduation					Post-Graduation				
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		Inter																													
		Graduation																													
Post-Graduation																															
9.	Professional Qualification, if any.																														
10.	Name of the office retired from																														
11.	Date of Appointment in parent organization																														
12.	Date of Superannuation																														
13.	Designation at the time of Retirement																														

14.	Experience of Audit Work (Attach Proof)	
15.	Whether any proceedings (Civil / Criminal) pending against the applicant? If yes, details thereof.	
16.	Whether any penalty / punishment imposed during the entire tenure of the service? If yes, details thereof.	
17.	Attach Medical Certificate from the registered medical practitioner	

18. Certificate/s:

- i. I do hereby confirm and declare that the details / information furnished hereinabove are true and correct to the best of my knowledge and belief. In case, any details furnished above is found to be incorrect, the Corporation has right to terminate the assignment, without giving any notice.
- ii. I also hereby declare that if my name is included in the Corporation's approved list, I will undertake to do the tasks entrusted to me in the best interest of the Corporation.
- iii. I shall also abide by the rules and regulations of the Corporation in force from time to time and will always keep the Corporation's interest foremost in my mind.

19. I understand and agree that the assignment will be on the terms and conditions as contained in the offer letter at the time of giving the assignment.

Date:

Signature
(Name of the Applicant)