



**Government of West Bengal**  
**Office of the Chief Project Director**  
**Project for Forest and Biodiversity Conservation**  
**for Climate Change Response in West Bengal**  
**Block LB-2, Sector III, Salt Lake City, Kolkata -700106**  
**E-Mail ID- wbfbccr@gmail.com, Website- www.wbfbccr.in**  
**Phone Number: 033 2335 2247**

No.: 632 / WBFBCCR/5-1(3)/25

Dated: 02.05.2025

**Notice for Walk-in-Interview**

The West Bengal Forest and Biodiversity Conservation Society under the aegis of Forest Department, Government of West Bengal, intends to engage one person for the post of Accounts Officer by retired person from Indian Audit & Accounts Department in the rank of Accounts Officer or above on contract basis for a duration of one year for the Project Management Unit (PMU) of Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCR) at Kolkata for the following position:

| Sl. No. | Position         | No. of Positions | Maximum Age Limit | Consolidated remuneration per month (Rs.) |
|---------|------------------|------------------|-------------------|-------------------------------------------|
| 1       | Accounts Officer | 1                | 64 yrs            | 35,000/-                                  |

The details of terms & conditions for engagement of the above personnel are as follows:

**1. Eligibility Criteria:**

Retired Indian National from Indian Audit & Accounts Department in the rank of Accounts Officer or above

The applicant must not have been punished in any Departmental Proceedings during his service career.

A retired officer against whom a vigilance case or Criminal prosecution or disciplinary proceeding is pending shall not be eligible for such engagement.

He should preferably be resident of Kolkata or adjacent district.

**2. Age:**

Maximum age should not exceed 64 years.

**3. Experience:**

The applicant should preferably have an experience, as specified below against each position.

| Sl. No. | Position         | Experience                                                                                                                                                                                                                                 |
|---------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Accounts Officer | <ol style="list-style-type: none"><li>Experience of working in the rank of Accounts Officer or above in Indian Audit &amp; Accounts Department.</li><li>Experience of working with computers and ability to work with MS Office.</li></ol> |

|  |  |                                                                                                                                |
|--|--|--------------------------------------------------------------------------------------------------------------------------------|
|  |  | 3. Experience in handling all facets of financial functions. Working knowledge in computerized accounts & accounting software. |
|--|--|--------------------------------------------------------------------------------------------------------------------------------|

**Retired from Indian Audit & Accounts Department in the rank of Accounts Officer or above who satisfy the requisite age and are willing of the above engagement are requested to report with all certificates for walk-in-interview.**

Report to:

The Project Director, Administration, Finance & Coordination)

WB-FBCCCR PROJECT

Building-1, Second Floor,

Block LB-2, Sector III, Salt Lake City,

Kolkata -700106

**Date of Interview: 03.06.2025 at 11:30 AM**

**Reporting Time: 11:00 AM**

While attending the interview, the candidates are requested to submit application duly filled in as per format given in Annexure-I with self-attested photograph. The candidates must bring relevant certificates in original with self-attested copies of the same in support of age, experience, Pension Payment Order and last pay drawn etc.

**Selection Process:**

**The selection will be made on the basis of Walk-in-Interview which will include scrutiny of application and documents.**

The candidates shall be interviewed by a committee, constituted for the purpose.

No TA or any other allowance or otherwise shall be payable to any candidate for appearing in the interview.

**Mode of Engagement:**

The engagement of the personnel shall be on contract basis for a period of one year which may be renewed as per requirement and performance.

**Role and Responsibilities of the Accounts Officer to be engaged:**

The engaged personnel will report to the respective officers as prescribed under the Operational Manual of the Society.

The engaged personnel will be responsible for the charge and care of the Society's funds, goods and stores and all other property that may be entrusted on him and he will be accountable for the same.

- i. Assist Project Director (Administration, Finance & Coordination) to develop and manage the system for finances in the Project.
- ii. Management of accounts, execution of fund disbursement
- iii. Preparation of documents for Reimbursement, Commitment, SOE.
- iv. Submission of performance evaluation result including the Indicators, EIRR, and the relevant data/assumptions adopted to arrive at the Indicators.
- v. Supervision of Ex-Post Procurement Audit, Accounts and Internal Audit.

- vi. Management of contracts & procurement, general documentation.
- vii. Dealing with Income Tax, VAT, and other related matters.
- viii. Conduct and supervise audit by a firm of Chartered Accountants.
- ix. Processing of Bills of PMU.
- x. Vetting and clearance of estimates, tenders documents, etc for procurement of goods and services.
- xi. Maintain links with Finance Department and Forest Department for smooth transfer of funds to PMU.
- xii. Assist in day-to-day accounting activities and establish financial management protocols; prepare and maintain SOEs; Prepare claims for submission to CAAA/ JICA; Reconciliation of annual budgets and disbursements; Facilitate and assist statutory audits, conduct/ supervise internal/ concurrent audits, coordinate with DMUs, FMUs, and other stakeholders.

#### Remuneration:

The selected candidates will be paid a fixed consolidated remuneration package per month as mentioned below:

The remuneration shall **be fixed as the last pay and allowance drawn by the officer less the amount of** pension to be drawn/being drawn by him/her or Rs. 35,000/- per month **whichever is less.**

*02.05.25*

CCF & Project Director  
(Administration, Finance & Coordination)  
WB-FBCCCR Project

No.: 633 / WBFBCCCR/5-1(3)/25

Dated: 02.05.2025

Copy forwarded for wide circulation:

1. The Office of the PCCF (HoFF), West Bengal, Aranya Bhawan
2. The Office of the PCCF WL & CWLW, West Bengal, Bikash Bhawan.
3. The Office of the PCCF (RMD), West Bengal, KIT Building.

Request to  
display in the  
Notice Board

4. The Chief Conservator of Forests, MIS & e-Governance with the request to upload in the departmental website ([www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)).

*02.05.25*

CCF & Project Director  
(Administration, Finance & Coordination)  
WB-FBCCCR Project

**(Annexure-I)**

**APPLICATION FORM**

To,  
Smt. Sumana Bhattacharyya, IFS  
Chief Conservator of Forests and Project Director  
(Administration, Finance and Coordination)  
Project for Forest and Biodiversity Conservation for Climate Change Response in West  
Bengal (WB-FBCCCR)  
Block LB-2, Sector III, Salt Lake City, Kolkata -700106

With reference to your advertisement on West Bengal Forest and Biodiversity Conservation  
Society's website dated \_\_\_\_\_, I submit my application in prescribed format.

**Position Applied for Accounts Officer**

|     |                                                       |   |  |
|-----|-------------------------------------------------------|---|--|
| 1.  | NAME (in full)                                        | : |  |
| 2.  | ADDRESS FOR CORRESPONDENCE                            | : |  |
| 3.  | IF PERSON WITH DISABILITY                             |   |  |
|     | • Type of Disability                                  | : |  |
| 4.  | DATE OF BIRTH (as per School Leaving Certificate/PPO) | : |  |
|     | Age in completed years as on 30.06.2016               | : |  |
| 5.  | CONTACT DETAILS-                                      |   |  |
|     | Mobile No.                                            | : |  |
|     | Landline No.                                          | : |  |
|     | e-Mail ID                                             | : |  |
| 6.  | GENDER                                                | : |  |
| 7.  | NATIONALITY                                           | : |  |
| 8.  | BIRTH PLACE                                           | : |  |
| 9.  | RELIGION                                              | : |  |
| 10. | MARITAL STATUS                                        | : |  |
| 11. | FATHER'S NAME/HUSBAND'S NAME                          | : |  |

|     |                             |   |  |
|-----|-----------------------------|---|--|
| 12. | CURRENT RESIDENTIAL ADDRESS | : |  |
| 13. | EDUCATIONAL QUALIFICATION   | : |  |

|                            | Name of the Institute/Board/University | Full Time/Part Time | Year of Passing | Subject Specialization | Marks (Rank, if any) |
|----------------------------|----------------------------------------|---------------------|-----------------|------------------------|----------------------|
| Graduation                 |                                        |                     |                 |                        |                      |
| Post Graduation            |                                        |                     |                 |                        |                      |
| Professional Qualification |                                        |                     |                 |                        |                      |
| Other                      |                                        |                     |                 |                        |                      |

**14. EXPERIENCE (Preceding 10 years) – Total (in years):**

| Sl. No | Name of the Organization | Designation/ Rank | Duration (from-to) (in yy/mm) | Responsibilities | Pay Scale | Extra ordinary Achievements, is any |
|--------|--------------------------|-------------------|-------------------------------|------------------|-----------|-------------------------------------|
|        |                          |                   |                               |                  |           |                                     |
|        |                          |                   |                               |                  |           |                                     |

For 13 & 14 (Please furnish details strictly as per format. Attaching separate resume/data with the notation of referring that shall be treated as having no information given.

**15. DETAILS OF PRESENT EMPLOYMENT, IF APPLICABLE**

|     |                                           |   |  |
|-----|-------------------------------------------|---|--|
| (a) | Organization                              | : |  |
| (b) | Full Address                              | : |  |
| (c) | Position                                  | : |  |
| (d) | Reporting to                              | : |  |
| (e) | Remuneration/compensation Presently drawn | : |  |
| (f) | Present Assignment/Responsibilities       | : |  |

**16. BRIEF DETAIL OF ACHIEVEMENT(S)/AWARD(S)/MEDAL(S):**

**17. NAME & ADDRESS OF TWO REFEREES:**

- 1) \_\_\_\_\_  
 \_\_\_\_\_
- 2) \_\_\_\_\_  
 \_\_\_\_\_

**18. List of Documents submitted with self-attestation:-**

**[Note:- Originals of all self-attested documents submitted with the application should be produced for verification during interview]**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/engagement for the said post is liable to be cancelled/terminated at any stage and if engaged, my service is liable to be terminated.

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**Signature of Candidate**

**Place:**

**Date:**

**Enclosures:**