

SUB.: Applications are invited for various posts.

Applications are invited for the following posts

S.No.	POST	QUALIFICATION	EXPERIENCE	JOB PROFILE
1	Manager Accounts (01 no.)	Qualified Chartered Accountant/ Cost Accountant/ CA(Inter)/ICWA (Inter)	1. 3 years - in case of CA/ICWA 2. 5 years - in case of CA(Inter)/ ICWA(Inter) Candidate should have experience in Corporate Accounting, Auditing, Legal Compliances and Internal Control & Systems etc. And must be well versed with Computerized accounting systems on accounting software like – Tally and Software of Taxation – TDS, VAT & service Tax etc.	i) To ensure proper Book keeping, financial accounting, Finalization of books of accounts as required under Companies Act. ii) To get the accounts audited from the Auditors and to resolve the queries at their satisfaction. iii) To ensure proper internal control and system of functioning of Accounts to meet the requirement of law.
2	Manager Taxation (01 no.)	Qualified Chartered Accountant/ Cost Accountant/ CA(Inter)/ICWA (Inter)	1. 3 years - in case of CA/ICWA 2. 5 years - in case of CA(Inter)/ ICWA(Inter) Candidate should have experience in Corporate Taxations (direct & indirect), Auditing, Budgeting, MIS, Legal Compliances and Internal Control & Systems etc. And must be well versed with Computerized accounting systems on accounting software like – Tally and Software of Taxation – TDS, VAT & service Tax etc.	i) To ensure a proper tax planning, timely payment of statutory dues, assessment of taxation etc. And other allied matters. ii) To prepare the budget, MIS, control of expenditure and income. iii) To ensure proper internal control and system of functioning of Accounts to meet the requirement of law.
3	Assistant Accountant (02 no.)	Commerce Graduate from reputed university/ CA(Inter)/ ICWA (Inter)	5 years in Corporate Accounting, Audit, Tax, MIS and internal control. Must have good experience in Computerized Accounting System on accounting software like Tally etc.	i) To do the proper general voucher accounting & book keeping as required under the Companies Act. ii) To do reconciliation of debtors & creditors accounts iii) To maintain fixed assets register and inventory reconciliation iv) To do reconciliation of Cash and Bank Accounts periodically v) To do the direct and indirect tax compliances vi) To keep control on cash payments as required under the IT Act and Companies Act vii) To prepare Trial Balance and Balance sheet for the purpose of finalization & Audit under the Companies Act

Interested candidates must apply **ONLINE**:**Applications received through mail will NOT be entertained.**Last date for receipt of applications is 21st August 2015