

Tea Board
14, B. T. M. Sarani
Kolkata- 700 001

NOTIFICATION

Tea Board India, Under Ministry of Commerce & Industry, Govt. of India, invites applications from eligible candidates for engaging **Accountant for QCL and DTR&DC, Tea Board, Siliguri** with a consolidated pay of **Rs. 25,000/- P.M.** purely on temporary basis for a period of one year. Renewal of services if required shall be done with a few days of break in service with increment in consolidated amount @10% per annum.

Name and number of Post	Age Limit	Duration	Emoluments (Fixed) per month	Qualifications	Role/Responsibility:-
Accountant (On Contract) (One post)	Not more than 35 years as on 01.11.2019	Purely on temporary basis initially for one year which may be extended based on performance	Rs. 25,000/- per month	Essential <ol style="list-style-type: none"> 1. B.Com (Hons.)/M.Com/CA-Inter/CMA-Inter with 2 years' working experience. 2. Experience in Accounts Finalizations, MIS Reporting, and Accounts supervision. 3. Excellent command in MS Office with special emphasis on MS Excel. 4. Experience should match with roles and responsibility specified herewith. 5. Thorough knowledge on operation of Tally ERP 9. 	<ol style="list-style-type: none"> 1. To ensure all tax compliances and timely filing of the statutory return relating to taxes. 2. Attend to the tax assessments and statutory authorities in connection with taxation issues as and when required. Reply to the CAG/Internal auditors. 3. Ensure that Internal & External audit requirements are met and proper validation of accounts & prepare monthly variance report. 4. Preparing periodic financial statements, including Annual Accounts, budgets, cash flows etc. 5. Fixed Assets accounting. 6. GST: ITC accounting & compilation, data required for returns, reconciliation with vendor returns and accounting software

Name and number of Post	Age Limit	Duration	Emoluments (Fixed) per month	Qualifications	Role/Responsibility:-
				<p>6. Through knowledge of Accounting Standard and Standard Auditing Practices.</p> <p>Desirable:</p> <p>1. Preference will be given to those having experience in Govt./PSU/Autonomous Bodies.</p>	<p>7. Bank reconciliation.</p> <p>8. Ledger scrutiny.</p> <p>9. Auditing of books of accounts, schemes and other jobs as and when assigned.</p>

1. The appointment will be for one year on contract basis reckoned from the date of joining and extendable after one year subject to satisfactory performance evaluation and requirement at the after end of one year. He/she has to enter into an agreement with Tea Board. The employment contract will be terminated on the last day of the agreement. No formal notice or order will be issued separately.

2. Applications along with copies of testimonials, photograph, and experience certificate should reach The Secretary, Tea Board India in the Email Id. tbicarecruitment2019@gmail.com on or before **25/11/2019**.

3. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.

4. On the basis of qualification and experience, short listing will be done and shortlisted candidates shall be called for personal interview and skill test.

5. Preference will be given to CA-Inter/CMA-Inter.

6. Maximum age limit will be 35 years as on 01-11-2019.

7. No TA/DA to be given for attending the interview.

8. The Board reserve the right to restrict the number candidates for written or interview as per requirement.

9. The Board may prepare a panel which will be utilized in future and the validity of the panel shall be up to 1 year from the date of publication of result.

10. The Board reserve the right to cancel the process of recruitment at any stage without assigning any reason.

11. The Board reserves the right to terminate the individual for unsatisfactory performance without any notice.

12. Place of work shall be **QCL and DTR&DC, Tea Board, Siliguri**. He/she has to undertake tours also as per requirement of Tea Board. TA/DA shall be borne by Tea Board.

13. The interview will be conducted at **Tea Board, Regional Office Siliguri**.

The above post is purely temporary/contractual and don't entitle the appointee to any claim, implicit or explicit for absorption in the service of Board.

Note:- Late submission of applications will not be accepted. This office reserves the right to cancel this process without assigning any reasons at any point of time, Further, this office also reserves the right to constitute a committee for finalizing the process and the decision of the committee, is final in this regard.