

**NOTIFICATION FOR APPOINTMENT AS DEPUTY GENERAL MANAGER/GENERAL MANAGER
(FINANCE) ON CONTRACTUAL BASIS**

Schedule of events:

Opening date for Applications: **02.04.2022**

Last Date for Applications: **25.04.2022**

Eligibility Criteria/Job Profile:

I	POST	:	Deputy General Manager/General Manager(Finance)
II	NO.OFPOSTS& LOCATION	:	ONE(1) at Kolkata
III	AGE As on 01.01.2022	:	Below 62 years.
IV	QUALIFICATION	:	Essential Qualification: He/ She should be a Qualified Chartered Accountant/Cost Accountant/MBA Finance/Post Graduate in Finance
V	WORK EXPERIENCE	:	Mandatory experience: Fifteen years in Overseeing Financial Operation, preferably Accounting and Taxation matters, in Corporate / PSUs /FIs /Financial Services Organizations, of which Five years should be at Senior Management Level).
VI	JOB PROFILE	:	Responsible for timely preparation and submission of financial statements including profitability statements and Annual Report for the Company. Overseeing the Statutory Auditing Process which includes appointment of Auditors, Communication of Guidelines & conduct of Audit. Monitoring critical Financial Parameters. Communicate both Company's expected and actual financial performance. Ensuring Regulatory and Statutory filings and compliances of Direct and Indirect Taxes (GST), various regulators viz RBI, SEBI, MoFetc. Compilation of financial statements in accordance with Indian Accounting Standards (Ind-AS). Overseeing development and maintenance of MIS Report System to ensure accurate and updated reporting. Any other work entrusted by the Company from time to time.

VII	LEAVE	:	During the period of contractual engagement, the candidate will be eligible to avail Paid Leave @2.5 days for each completed month, maximum 30 days over a period of 12 months, without carry forward facilities of accumulated leave.
VIII	SALARY	:	RS 80000/ per month(Consolidated) The compensation and terms & conditions will be negotiated. Finalized depending upon the suitability of the candidate.
IX	SELECTION PROCESS	:	The selection will be through Interview & Personal interaction on the basis of eligibility, experience, qualification & performance during Interview/interaction.
X	TERMS OF CONTRACT	:	The Officer would Head the Company's Finance Function for a fixed contractual term of one year . The Company will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days notice or on payment of one Month's Salary in lieu of such Notice. In case the appointee desires to terminate the contract before the expiry of the contractual period of one year, he / she will have to give clear one month's notice or make payment of one Month's Salary in lieu of such Notice.

How to apply:

Log on to the Company's website www.njmc.org.in and on the Home Page under the link "Career" click the Notification titled **"NOTIFICATION FOR APPOINTMENT OF Deputy General Manager/General Manager (Finance) ON CONTRACTUAL BASIS"**.

Read the notification carefully and if found eligible to apply, click on the link "Application Form" to download the required Application Form.

Fill in the required details in the word file of the Application Format and affix your latest Passport size photograph (signed across) on the application form and sign the application form at the appropriate places.

Please send the above said documents by post or hand delivery at Corporate Office of NJMC Ltd, 4 N. S. Road, Chartered Bank Building, 2nd floor, Kolkata-700001 by **25.04.2022 (24.00hrs)**.

The Applicants are required to keep the original Application Form with them and should bring the same for submission along with one set of the requisite documents in support of their eligibility when called for Personal Interview. Also, ensure to bring along the Original Documents in support of eligibility and experience for verification at the time of Personal Interview.

Note: *The Company will not be responsible if the applicant is not able to send the application within the stipulated date on account of any reason whatsoever.*

General Instructions:

Decision of the Company in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfill the eligibility and other criteria mentioned above and that the particulars furnished are correcting all respects. In case it is detected at any stage of recruitment that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect /false information/document or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after recruitment, his/her contract is liable to be terminated without any notice.

Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not best of on him/her right to be called for Personal Interview.

In complete applications and / or applications without aforesaid documents will be rejected outright without assigning any reason thereof.

An application once made will not be allowed to be withdrawn. Therefore before applying for the post, the applicant should ensure that he/she fulfills each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.

Information regarding Personal Interview will be displayed on the company's website. It will also be sent to shortlisted applicants on their email ID provided by the candidate in the application.

While every effort will be made to ensure that the Intimation to the eligible applicants, short listed for attending the Personal Interview will be sent sufficiently in advance, the company will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the status of their candidature by visiting the website and their own email ID from time to time.

The company reserves the right to alter, modify or change the eligibility criteria and/or any of the other terms and conditions pelt out in this Notification.

Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Kolkata.

Please affix
your recent
passport size
photograph

APPLICATION FORMAT

Name of the post applied for _____ on contract

1.	Full Name of the Candidate (in capital letters)						
	a) Father's/Husband Name						
	b) Mailing Address (with Telephone No./ Mob No.)						
	c) Permanent Address (with pin code)						
	d) E-Mail id:						
2	Aadhar card No						
3	Pan Card No						
4	Date of Birth (in DD/MM/YYYY format)						
5	Whether Physically Handicapped (Y/N) If yes nature of Disability and its degree.						
6	Gender						
7	Marital status						
8	Nationality						
9	Present Employment Status (Please tick)		Public Sector/Central Govt./State Govt				
10	Educational Qualifications (Start from 10 th onwards)						
	Examination Passed	Year of passing	Percentage of Marks	Subject(s)	University/ Institute		
11.Total Experience (After the requisite qualification acquired) _____Years _____ Months							
12	Details of Work Experience –(Attached proof and start from the present position)						
	From	To	Position held/ Designation	Organization	Nature of Appointment(Regular/ Adhoc/Deputation)	Salary (Pay & Allowances)	Job responsibilities
13	Professional Achievements & Awards						
14	Trainings attended (More than one week duration)						

(Self attested copies of educational qualification and work experience should be attached)
(It is mandatory to provide all the information required in the application form)

DECLARATION

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the National Jute Manufactures Corporation Ltd. No criminal case / vigilance case was initiated or contemplated against me.

Place:

Date:

Signature of Candidate