

NATIONAL JUTE MANUFACTURES CORPORATION LTD
A Government of India Undertaking
Ministry of Textiles
Chartered Bank Building, 2nd Floor
Kolkata 700001

POST NAME	AGE AND QUALIFICATION	JOB PROFILE AND NATURE
Accountant Post-1	<ol style="list-style-type: none"> 1. Graduate preferably B.Com, CA (Inter) / ICWA (Inter). 2. Knowledge of Computer operation with word, Excel, PowerPoint and Internet as well as sound knowledge of operating accounting package i.e. Tally is essential. 3. At least 3 years working experience in preparation of Financial Statement preferably in Public Limited Company. 4. Preference will be given to those who have Government or Semi Government Experience. 5. Consolidated Salary Rs. 15,000/- per month. 6. Age: Maximum 50 Years. Engagement is purely contractual basis initially for 1 year through manpower agency. 	<p>As Accountant candidate must have experience in the following areas:</p> <ul style="list-style-type: none"> • To Prepare and finalise the financial Statement i.e. Balance Sheet Profit & Loss, Cash flow statement as required by Companies Act 2013, in the operating system Tally as well as Bank / TDS reconciliation etc. • To process the Claim / bills. • To handle the Income Tax, Sale Tax, GST and e-filing the return of the same within the due time. • To prepare various report related to Finance as and when required. • To handle the Statutory Audit, Govt Audit and Tax Audit. • To liaison with the various Tax consultant as well as Auditor. • Any other work assigned by higher authority / Management.

APPLICATION FORMAT

Please affix
your recent
passport size
photograph

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