

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

Recruitment criteria for Assistant (Finance)

Candidates are invited to attend Walk-In-Interview for the following post on Contractual basis through company appointed manpower agency.

SL No.	POST NAME & No of vacancy	AGE AND QUALIFICATION	JOB PROFILE AND NATURE
1.	Assistant(Finance) Vacancy -01	<ul style="list-style-type: none"> • Graduate in B.Com • CA (Inter) / ICWA (Inter) will be get preference • Knowledge of Computer operation with word, Excel, PowerPoint and Internet as well as sound knowledge of operating accounting package i.e. Tally is essential. • Preferably 2 years working experience in Public/ Private Limited Company. • Fresher with above qualification may also apply • Preference will be given to those who have Government or Semi Government Experience. • Consolidated Salary Rs. 20000/- per month. • Age: Maximum 50 Years. • Engagement is purely contractual basis initially for 1 year through manpower agency. 	<p>As Assistant(Finance) candidate must have experience in the following areas:</p> <ul style="list-style-type: none"> • To Prepare and finalize 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.

Note: Age and Salary may be modified/ relaxed based on responses.

Instruction to the Candidates for Walk-In Interview

Date of Interview	31.01.2025
Place of Interview	National Jute manufactures Corporation Ltd. 4, Netaji Subhas Road, 2 nd Floor, Chartered bank Building, Kolkata-700002

1. Please bring the filled application as per format with one set of photocopy of qualifications, experiences and other testimonials on the date of walk-in Interview.
2. Candidate should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for verification will not be considered.
3. Experience certificate should clearly indicate the nature of duty during the period of employment.
4. The above said post is Purely Contractual for the duration of One(1) year.
5. Date of Walk-in Interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing Walk-in Interview.
6. TA/DA will not be paid for attending the interview.
7. The Management / Selection Committee has the right to accept / reject any application without assigning any reason.

Any further information may be viewed on NJMC website (Careers) which will be updated from time to time.