

National Productivity Council, Jaipur

Ref. No. Acc./2019-20

Date: 04/01/2019

Notification for Contractual Engagement

Sub: Engagement of Part Time Accounts Professional Personnel on 'Contractual' Basis

National Productivity Council (NPC), Jaipur invites application from the Indian Citizen for part time accounts professional personnel (01 No).

Qualification (Essential): Post Graduation in Commerce from recognized university from India.

Desirable: Preference shall be given to experience in working in Tally, CA/ ICWA/ Intermediate of CA by ICAI, having sufficient knowledge in the fields of GST, Taxation (TDS, Income Tax deduction), Admin, General Financial Rule of Govt. of India, etc.

Experience: Minimum: 02 (two) years of experience in accounting in Tally. Proficiency in Computers (MS Office) Working knowledge of computer with ms office, excel, word for report preparation. Preference will be given to more experienced candidates.

Engagement Period: Part time 10 - 12 half day during the month.

Remuneration: The consolidated remuneration shall be Rs. 10000/- Rs.12000/- per month (all inclusive) depending on required/suitable experience.

Method of Selection: The applications shall be shortlisted on the basis of qualification and experience. Thereafter shortlisted candidates only shall be called for interview. Note No TA/DA will be provided for attending the interview/joining, irrespective of selection.

Nature of Engagement: The candidate shall be engaged on contractual basis initially for eleven (11) months duration. However, the period may be extended as per requirements and depending on the review of performance and requirement of NPC. The engagement shall be purely on contract basis which can be terminated at any time with a prior notice of 15 days. Similarly, the candidate can terminate his/her engagement by giving a prior notice of 15 days.

Job Profile: To assist NPC Jaipur office activities such as Primarily Office Accounting Work, Preparation of Bills, Maintaining Accounts in Tally with NPC HQ, Prepare payment voucher against invoices prepare ecs letter/ cheques for depositing in banks, Processing & Submission of statutory requirements of Income Tax, GST, Closing of monthly accounts in Tally, Processing of Bills. Preparation and submission of various returns (GSTR1 & 3B monthly returns , annual returns, TDS salary/non salary quarterly return) and any other activities as & when assigned

How to Apply: Interested candidates may apply by submitting their application with their signature as per the terms of eligibility for the position latest by 25th January 2019 3.00 PM

Applications can also be forwarded through email till 25th January 2019, 3.00 PM addressed to: Regional Director, National Productivity Council, SB-96, JLN Marg, Bapu Nagar, Jaipur - 302004. Phone: 0141-2703573, email: jaipur@npcindia.gov.in

General Terms & Conditions

1. The engagement will be purely on contractual/temporary basis and initially will be valid for a period of eleven months, which may be extended for a further period on the basis of work requirement & upon assessment of the performance..
2. Application which do not meet the eligibility criteria given in the Notification and/or are unsigned/incomplete in any respect shall be summarily rejected. Applicants are requested to ensure their eligibility before applying. Applications which do not meet the eligibility criteria given in this advertisement and/or are unsigned/not having enough details in any respect will be summarily rejected and no communication will be made / entertained in this regard.
3. The candidate selected will be required to work at National Productivity Council, Jaipur and may require to travel to any offices of NPC..
4. The NPC reserves the right not to engage any person against this advertisement, cancel the selection process without assigning any reason. The above engagement is purely on contractual/temporary basis as per terms and conditions and the candidates will have no right whatsoever to claim for any regularisation/ permanent job subsequently at NPC.
5. Applicant(s) should forward their applications along with recent passport-size photograph duly pasted. . No other documents need to be attached along with the application. Documents will be verified at the time of interview.
6. All the applications will be screened for qualification and completeness. Applications complete in all respect will only be sorted and shortlisted for calling suitable candidates for interview. Not all applicants will be called for interview. The shortlisted candidates called for interview should report along with all testimonials / certificates in original along with photo ID. No TA/DA will be paid for attending the Interview.
7. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC during or after the termination of the engagement with NPC.
8. The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be viewed seriously and his/her engagement / empanelment will be terminated and **NO FURTHER ENGAGEMENTS WILL BE OFFERED.**
9. The applicants are advised to provide e-mail address for communication of interview call and selection & no communication will be made by post. The candidates are advised to regularly check their e-mail as well as NPC website.

APPLICATION FOR ENGAGEMENT OF ACCOUNTS PROFESSIONAL PERSONNEL

1. Name (in block letters) 2. Fathers Name: 2. Nationality: 3. Date of Birth:		Paste your recent passport size photograph with signature
--	--	---

4. Postal address:

a. Telephone No.::b. Mobile No.:

c. E-mail ID:

5. Educational Qualifications

S.No.	Class	Year of Passing	Name of School/ College/ University/ Institutes	Percentage / Grade	Subject/ Specialization
1.	10th				
2.	12th				
3.	Graduation				
4.	Post Graduation				
5.	Any Other				

6. Any other Professional qualification (Provide details):

7. Proficiency in Computer/ Tally (Provides details):

8. Work Experience, if any:

9. Additional information, if any, which you would like to mention in support of your suitability for the post.

10. I solemnly declare that the above information are correct and complete to the best of my knowledge If at any time, I am found to have concealed/distorted any information, I fully understand that my engagement will be summarily terminated without any prior notice.

Place:

Date:

(Signature of applicant)