

**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 Chartered Accountants (CA) / Cost & Management Accountants (CMA) with a consolidated pay of Rs. 40,000/- P.M. purely on contractual basis for a period of three years. 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: -
CA/CMA (On Contract) (Two post)	Not more than 35 years as on 31.08.2022	Purely on temporary basis initially for three years which may be extended based on performance	Rs. 40,000/- per month	<b>Essential</b> <ol style="list-style-type: none"> <li>1. Qualified Chartered Accountant (awarded by ICAI) / Cost &amp; Management Accountant (awarded by Institute of Cost Accountants of India), with <b><u>1-year post qualification experience.</u></b></li> <li>2. Experience in Accounts Finalizations, MIS Reporting, and Accounts supervision.</li> <li>3. Excellent command in MS Office with special emphasis on MS Excel.</li> <li>4. Experience should match with roles and responsibility specified herewith.</li> <li>5. Thorough Knowledge on operation of Tally ERP 9.</li> </ol>	<ol style="list-style-type: none"> <li>1. GST: ITC accounting &amp; compilation, data required for returns, reconciliation with vendor returns and accounting software installed in all Tea Board offices in India.</li> <li>2. Knowledge of GSTR-1, GSTR-2B, 2A and GSTR-3B and Annual return. Filling of GSTR return in GST Portal after calculating month end liabilities.</li> <li>3. Identifying the transaction from which we can get the ITC.</li> <li>4. Accounts and record of Input credit availed, output tax payable and paid.</li> <li>5. Reconciliation of data with Book of A/c and GSTR 2B.</li> <li>6. Finalization of books of Accounts.</li> <li>7. Knowledge of E-invoices.</li> <li>8. Ensure that Internal &amp; External audit requirements are met and proper validation of accounts &amp; prepare monthly variance report, preparing periodic financial statement including Annual Accounts, budget, cash flows etc.</li> </ol>

Name and number of Post	Age Limit	Duration	Emoluments (Fixed) per month	Qualifications	Date & Address of walk-in interview
				<p>6. Thorough Knowledge of Accounting Standard and Standard Auditing Practices.</p> <p><b>Desirable:</b></p> <p>1. Preference will be given to Those having experience in Govt./PSU/Autonomous Bodies.</p>	and also attend to the tax assessments and statutory authorities in connection with taxation issues as and when required. Reply to the CAG/Internal auditors.

1. The contract will be for three years on contract basis reckoned from the date of joining and extendable after three years subject to satisfactory performance evaluation and requirement at the end of three 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. Tea Board may extend or go for fresh agreement as per requirement of the organization. In case of fresh agreement, experience with Tea Board may be preferred.
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](mailto:tbicarecruitment2019@gmail.com) on or before **10/09/2022**.
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 such shortlisted candidates shall be called for personal interview and skill test.
5. Maximum age limit will be 35 years as on 31.08.2022.
6. No TA/DA to be given for attending the interview.
7. The Board reserves the right to restrict the number of candidates for written or interview as per requirement.
8. 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.
9. The Board reserves the right to cancel the process of recruitment at any stage without assigning any reason.
10. The Board reserves the right to terminate the individual for unsatisfactory performance without any notice.
11. Place of work shall be Tea Board, Head Office Kolkata. He/she has to undertake tours also as per requirement of Tea Board. TA/DA shall be borne by Tea Board.
12. If, after joining in the said post, the candidate wishes to quit or Board want to terminate the assignment, a minimum 2 months' notice would be required from either side.

**The above post is purely temporary/contractual and doesn'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.