MAHARASHTRA SMALL SCALE INDUSTRIES DEVELOPMENT CORPORATION LTD.
(Govt. Of Maharashtra Undertaking)
Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400001
Phone No. (022) 22611122/ 22614939

APPOINTMENT OF MANAGER-ACCOUNTS ON CONTRACT

Applications are invited for APPOINTMENT OF MANAGER-ACCOUNTS ON CONTRACT for the period of 12 months, extendable for next 12 months. The details can be viewed from our website https://mssidc.maharashtra.gov.in The applications should be submitted to the General Manager MSSIDC on the above address, on or before 06/09/2019. Applications received after due date and time will not be considered. MSSIDC reserves the right to accept or reject any or all applications without assigning any reason thereof.

General Manager
ADVERTISEMENT FOR THE APPOINTMENT OF MANAGER-ACCOUNTS ON CONTRACT

MSSIDC invites application for the post of Manager-Accounts on contract for the period of 12 months can be extended for next 12 months on following terms and conditions:

A. Eligibility Criteria:
   1. Educational Qualification: The candidate must be a Chartered Accountant. He/she should have registered membership with the Institute of Chartered Accountant of India.
   2. Experience: The Candidate must have 7 years experience of working in Finance & Accounts dept.
   3. Age limit: Maximum 35 years

B. Remuneration:
   a. Rs.6,40,080/- per year. An amount Rs.53,340/- per month, including statutory deduction will be paid to the candidate. MSSIDC will provide free accommodation to the selected candidate at its staff quarters at Himgiri CHS, Mulund (W), Mumbai. Candidate will be required to pay electricity charges & society contribution.
   b. Rs.7,15,680/- per year. An amount Rs. 59,640/- per month including statutory deduction will be paid to the candidate, if selected candidate do not desire accommodation provided by MSSIDC.

C. Contract period: The appointment is purely contractual. The appointment is for the period of 12 months. If the performance of the candidate is found satisfactory, Management may extend the contractual period for next 12 months.

D. Additional Qualification: The Candidate should be well versed with Tally. He/She should have sound knowledge of basic proficiency in Computer i.e. MS Office (Word/Excel) and Internet for filing online return.

E. Scope of work:
   1. Reconciliation of Debtors and Creditors and its classification.
   2. Scrutiny of accounts
   3. Preparation and Finalization of accounts of MSSIDC Limited as per the schedules of Companies Act.
4. Taking periodical reviews of accounts of all division.
5. To assist Finance Controller to establish a good internal control system.
6. Verification of all vouchers / transactions i.e. Purchases, Sales, Receipts, Payments, Journals, Travelling Bills and Debit / Credit Notes.
7. Verification of all bank payments, vouchers with documents.
8. Reconciliation of cash and bank statement on monthly basis.
9. Verification of Income Tax, MVAT, Goods & Service Tax (GST) Professional TAX, E-TDS and PF & its return or taxes as per Govt. rules and regulation and follow up for recovery of outstanding refund and appeals
10. Verify monthly pay roll system – salary, final statement, gratuity, advance to employee etc.
11. Assist in pending Income Tax / Sales Tax cases.
14. Financial compliance including accounting standard and rules applicable acts and other accounts related work.

F. Instruction / Guidelines:
1. The candidate should submit certified copies of following documents:
   i. Educational and Graduation Certificates.
   ii. Registration Certificate from Institute of Chartered Accountant of India.
   iv. Computer skill certificates, if any.
2. Candidates shall bring the Original documents at the time of interview.
3. The candidate should send the application in the prescribed format as per Annexure ‘A’.
4. The application shall reach to The General Manager, MSSIDC Limited, Krupanidhi Building, 9 W. H. Marg, Ballard Estate, Mumbai – 400 001 on or before 06/09/2019.
5. The application should be sent through post/courier specifying the application for the post of “Manager-Accounts”. 2
6. The Selected Candidate will report to the Chief Finance Officer of the corporation directly.

7. The selected Candidate shall be required to pay surety (interest free cash deposit) of one month salary. The amount of surety will be deducted @ Rs. 10,000/- pm from the salary paid and it will be refunded only after completion of contract period.

8. In case the candidate leaves the job before completion of 12 months, the surety amount deducted shall be retained by the Corporation.

9. MSSIDC can terminate the contract by giving 15 days notice.

10. In case the candidate desire to terminate the contract he has to give 30 days advance notice to corporation.

11. While issuing appointment letter, MSSIDC reserves right to amend/alter any of the above terms, if found necessary.

MSSIDC reserves its right to accept / reject any candidate without assigning any reason.

Date: 22/08/2019

General Manager
MSSIDC Ltd., Mumbai.
Annexure ‘A’

Format of Application

APPLICATION FOR THE POST OF MANAGER-ACCOUNTS

1. Name: ____________________________
2. Address for correspondence: ____________________________
3. Permanent address: ____________________________
4. Mobile No.: ____________________________
5. E-mail ID (valid): ____________________________
6. Date of Birth: ____________________________  Age: ____
7. Gender: ____________________________
8. Marital Status: ____________________________
9. Religion: ____________________________
10. Registration No. with ICAI: ____________________________

11. Educational Qualification:

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<th>Sr. No.</th>
<th>Name of Exam</th>
<th>Board/University</th>
<th>Year of Passing</th>
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12. Training/Practical experience in pre-membership:

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<th>Period</th>
<th>Post Held</th>
<th>Nature of duties</th>
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13. Experience – Post Membership:

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14. Highlights / Achievements in training and work experience
   i.
   ii.

I undertake that all the information submitted herein above is true and correct.

Signature of the Candidate

Encl.: Self attested copies of documents as per advertisement and informed in the application form.