ADVERTISEMET FOR THE APPOINTMENT OF MANAGER-ACCOUNTS ON CONTRACT

MSSIDC (Maharashtra Small Scale Industries Development Corporation LTD, Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai-400001) invites application for the post of Manager-Accounts on contract basis for a period of One year. This period can be extended for next Two years on satisfactory performance. The selected candidate will be required to work full time with MSSIDC and can not take up any other assignment during the period of contract with MSSIDC.

A. Eligibility Criteria:

1. Candidates with the following academic qualifications and with a minimum experience of working in finance and Accounts departments of reputed public sector undertakings of corporate sector, as mentioned below, are eligible to apply:
   a) The candidates having B. Com degree with 15 years' experience.
   b) The candidates having M. Com degree with 10 years' experience.
   c) The candidates having CA Inter passed with 07 years' experience.
   d) The candidates having CA degree with 03 years' experience.
   e) Retired Finance and Accounts officers of PSU'S with B. Com or M Com degree and with substantial experience in double entry system of accounts.
   f) The candidate shall have experience in double entry accounting system.
   g) Additional Qualification: The Candidate should be well versed with Tally, and shall have completed certified course in TALLY ERP 9 (GST) from TALLY registered institute. A certificate in this regard should be submitted.
   h) He/She should have sound knowledge of basic proficiency in Computer i.e. MS Office (Word/Excel) and Internet for filing online return.

B. Age limit: Maximum 40 years. For retired candidate as mentioned in (e) above the age limit does not apply.
C. Remuneration:
   a. A consolidated / Lum sum amount of Rs. 53,340/- (If accommodation is provided) or Rs. 59,640/- (If accommodation is not provided) per month will be paid. The Statutory deductions will be applicable.
   b. Conveyance Allowance :- Rs. 1500/- per month will be paid over and above remuneration.
   c. Travelling allowance payable to the Manager Accounts:- The Manager Accounts working in Head Office if required to travel for attending official work at Divisional Office, the mode of travelling for him will be Rail ay III AC or equivalent fare.
   d. The rate of Hotel Accommodation charges and daily allowance applicable to Manager Account on Contract while on official tours will be as below:

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<th>Hotel Accommodation Charges Per day (Rs.)</th>
<th>Daily Allowance per day (Rs.)</th>
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<tr>
<td>Delhi &amp; State Capitals</td>
<td>900/-</td>
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<td>200/-</td>
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<td>Divisional Offices &amp; Branch Offices etc.</td>
<td>700/-</td>
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<td>175/-</td>
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D. Accommodation : 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.

E. Contract period : The appointment is on contractual basis. The appointment is for a period of One year. This period can be extended for a further period of Two years on satisfactory performance.

F. Job Chart:
   1. Reconciliation of Debtors and Creditors and its classification.
   2. Scrutiny of accounts.
   3. Taking periodical reviews of accounts of all division.
   4. To assist Chief Finance Officer to establish a good internal control system.
5. Verification of all vouchers / transactions i.e. Purchases, Sales, Receipts, Payments, Journals, Travelling Bills and Debit / Credit Notes.
6. Verification of all bank payments, vouchers with documents.
7. Reconciliation of cash and bank statement on monthly basis.
8. Verification of Goods & Service Tax (GST), Professional Tax, All TDS and PF & filing of returns monthly or quarterly basis.
9. Verify monthly pay roll system – salary, final statement, gratuity, advance to employee etc.
12. Financial compliance including accounting standard and rules applicable acts and other accounts related work.
13. Inter branch reconciliation of account and preparation consolidate trial balance & balance sheet for finalization of accounts. (Tally base)
14. To Process the files related to finance & accounts, Govt. correspondence.

15. Compliance of statutory auditors, internal auditors, CAG, etc.

G. How to Apply:

1. The candidate should submit certified copies of following documents along with application:
   i. Graduation / Post Graduation Certificates.
   ii. Registration Certificate from Institute of Chartered Accountant of India (If applicable).
   iv. A Certificate from TALLY registered institute for completion of course successfully in TALLY ERP 9 (GST).
   v. A Certificate of completion of MSCIT or equivalent course from registered institute.

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 The General Manager, MSSIDC Limited, Krupanjidhi Building, 9 W. H. Marg, Ballard Estate, Mumbai – 400 001 on or before 06/12/2019.

5. The application should be sent through post/courier specifying the application for the post of “Manager-Accounts”.

Terms & Conditions:

1. The Selected Candidate will report to the Chief Finance Officer of the corporation directly.

2. 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.

3. In case the candidate leaves the job before completion of One year, the surety amount deducted shall be retained by the Corporation.

4. MSSIDC can terminate the contract by giving 30 days notice.

5. In case the candidate desires to terminate the contract he has to give 30 days advance notice to MSSIDC.

6. While issuing appointment letter, MSSIDC reserves the 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.

General Manager
MSSIDC Ltd., Mumbai.

Date: ____/____/2019
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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<tr>
<th>Sr. No.</th>
<th>Name of Exam</th>
<th>Board/University</th>
<th>Year of Passing</th>
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<th>Class/Division</th>
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Photograph (Cross Signed)
12. Details of Practical experience:

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<th>Sr. No.</th>
<th>Name of Organization/Firm</th>
<th>Period</th>
<th>Post Held</th>
<th>Nature of duties</th>
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13. 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.

14. Details of Certificate regarding the course in :-
   i.  IT
   ii. Tally
   iii. Microsoft Office
   iv. If any other
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 1 year, which can be extended for next 2 years. The details are available on our website https://mssidc.maharashtra.gov.in The applications should be submitted to the General Manager, MSSIDC on the above address, on or before 05/12/2019. 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