



NABARD Consultancy Services
(A wholly owned subsidiary of NABARD)
(An ISO 9001: 2015 Company)

NABARD Consultancy Services (NABCONS) a wholly owned Company of NABARD and a leading consultancy organization in the field of agriculture and rural development (www.nabcons.com) invites ONLY ONLINE applications from Indian Citizens for the post of Senior Consultant-Accounts and Company Affairs(01 Post) as Core Contract Staff at Corporate Office, NABCONS , New Delhi.

A. Senior Consultant-Accounts and Company Affairs - Key Responsibilities:

- i. Ledger Scrutiny/ Verification of accounting records, cash books, checking all debit/ credit entries of all bank accounts with relevant vouchers, P & L account.
- ii. Checking of all voucher entries for all income, expenditure, salary & related payments etc.
- iii. Checking of all calculations related to salary, gratuity calculations & related deductions
- iv. Checking of all Service Tax / Goods and Services Tax / TDS deductions/ payments by the due date of every month.
- v. Verification of all compliances in relation to Goods and Services Tax, TDS, Advance Tax, Income Tax , Professional tax, Input Claims, Filing of all Tax Returns/Goods and Services Tax Returns, TDS Returns, etc. and payment of taxes.
- vi. Verification of compliance with all relevant Labour Laws
- vii. Checking of all payments to Project Implementing Agencies in respect of Pass Through assignment from Ministry of Rural Development, GOI.
- viii. Assisting in the finalization of accounts at the end of the year, especially in booking of income and provision for the expenditure.
- ix. Monitoring of all periodical statements and intermediary accounts.
- x. Verification of compliance in relation to Companies Act regarding filing of balance sheet, annual return and other returns.
- xi. To undertake performance analysis of assignments/projects.
- xii. Scrutiny of Sundry Debtors, Sundry Creditors, Fixed Deposits/investments, Bank Guarantees and EMDs.
- xiii. Ensuring compliance on applicable Accounting Standards (AS) & Indian Accounting Standards (IND-AS)
- xiv. Coordination with ERP Software team to ensure all statutory compliances are configured in the ERP based on government policies from time to time.
- xv. Coordination with Statutory Auditors and other Auditors, and facilitation of smooth conduct of Statutory Audit, CAG Audit, Service Tax/ Goods and Services Tax Audit, Tax Audit etc.
- xvi. Overall responsibility for the smooth and efficient running of the accounts, finance and company affairs vertical.
- xvii. Responsible for funds management including the review and submission of accurate funds flow forecasts.
- xviii. Preparation of budgets/forecasts, including appropriate commentary and analysis.
- xix. Overall responsibility for the completeness and accuracy of accounting records.
- xx. Responsible for preparation of year-end accounts and supporting schedules, preparation of information required for statutory reporting and corporate compliances including tax returns, liaising with auditors to ensure an efficient and cost effective audit.
- xxi. Coordinate with all the Zonal/Regional Offices of NABARD and other units of NABCONS
- xxii. Responsibility for the timely preparation of monthly management accounts, including

- appropriate commentary and analysis
- xxiii. To develop appropriate accounting policy for the transactions of the Company and lead the Accounts and finance vertical of the Company.
- xxiv. Responsible for preparation and filing of all statutory returns under statutes such as Service Tax, GST and TDS etc.

B. Eligibility Criteria

I. Educational Qualification:

- i. Bachelor of Commerce with minimum 60% or equivalent marks in CGPA from a reputed institution, and ;
- ii. Should possess CA qualification having registration with ICAI.

II. Experience:

- i. Post Qualification experience of at least 07 years. Candidates having experience in INDAS complied companies will be given preference.
- ii. Strong Financial Accounting experience in any organization having minimum turnover/business of Rs. 50 Cr.
- iii. Proficiency in IT with experience of systems implementation viz. ERP, Tally software etc.

III. Age Criteria:

Candidates should be preferably below 55 years as on 31 May 2019.

C. Remuneration:

The candidate will be paid consolidated remuneration of Rs. 1,25,000/- per month. The staff will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source.

D. Other Facilities:

In addition to the remuneration as mentioned above, other facilities as under will be provided:

- i. Lunch allowance of Rs 2000/- per month.
- ii. Mobile and internet allowance of Rs 1500/- per month on declaration on reimbursement basis.
- iii. Health Insurance for self and family including dependent parents upto premium amount of Rs. 15000/- per year
- iv. Candidate will also be eligible for PF and Gratuity as per Company's policy. It may be mentioned that the option for PF is irrevocable and once exercised cannot be changed in future.
- v. Halting / travelling and conveyance during official visits will be applicable as per Company's policy
- vi. Candidates are eligible for annual increment on satisfactory performance and completion of one year of service
- vii. Candidate will be eligible for Leave facilities as applicable to Core Contract Staff from time to time.

E. Contract Period:

Initial contract for one year which may be extended for a further period in block of three years based on periodic performance review, as per extant Company's policy.

F. How to Apply:

Interested candidates may apply online in the prescribed format within 10 days from 22 November 2019

to 01 December 2019 by clicking on the following link and filling the details therein:

Position	Link to Apply
Senior Consultant –Accounts and Company Affairs	https://forms.gle/ECMMX3PrdRzCz6V29

In case the above link does not work, you may also copy and paste the link in your web browser and fill the details therein.

G. Last date for submission of online applications: 01 December 2019

H. General Information:

- Only Shortlisted candidates will be called for the interview. Location for the Selection process will be New Delhi. The candidates may kindly note that any cost incurred by them for attending the interview will not be reimbursed by NABCONS.
- The applicant may submit the declaration in the Google form with respect to the educational qualification and experience. Self-attested copies of educational qualifications and experience certificates to be compulsorily submitted at the time of the interview. Original documents shall be produced for verification at the time of interviews, failing which candidate will not be allowed to attend the interview.
- Place of posting of the candidate appointed will initially be at Corporate Office, New Delhi. Candidates however are liable to be posted anywhere in India as per Company requirement.
- List of selected and waitlisted candidates for the post will be uploaded in NABCONS website (www.nabcons.com) after the selection process is completed. The validity of the waitlisted panel will be for one year.
- No correspondence will be entertained from any ineligible and non-selected candidate in all matters regarding eligibility, selection process, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards, number of vacancies, communication of result, etc. The company's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- The final appointment will be based on the decision of selection committee constituted for the purpose. Company reserves the right to increase/ decrease the number of posts or not to fill up any of the posts.
- The appointment shall be subject to being found medically fit, for which purpose the candidate shall be required to undergo the protocol of medical tests upon reporting at place of posting. The continuance in NABCONS's service shall be subject to remaining medically fit to discharge duties and responsibilities. The decision of NABCONS regarding medical fitness shall be final and binding on the candidate.
- Merely satisfying the eligibility criteria does not entitle a candidate to be called for the interview. NABCONS reserves the right to call only the requisite number of candidates for the interview depending on number of responses, after preliminary screening / shortlisting with reference to candidate's qualification, suitability, experience, etc (as per section B) . Applications received after the due date shall not be entertained and will be rejected.
- Under no circumstances, applications by hand or any other mode will be entertained. The application submitted through online mode provided in this advertisement only will be accepted.
- NABCONS reserves the right to cancel the recruitment for the captioned post without assigning any

reason at any stage.

- The contractually engaged staff shall have no legal claim to regular absorption either during the period of contract or after the period of contract expires. Similarly, the selected candidates will have no claims as to seniority.

Advt. Ref. No. NABCONS/CO-HR/18/CCS/2019-20

Dated: 22 November 2019