



**MAHARASHTRA SMALL SCALE INDUSTRIES DEVELOPMENT
CORPORATION LIMITED**

(A Govt. of Maharashtra Undertaking) CIN : U74999MH1962SCG012501
Head Office: Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate,
Mumbai – 400 001. Phone : 022 22611121-22

Advertisement for In-House CA on Contract

MSSIDC invites application for In-house Chartered Accountant on Contract for period of 11 month exteandable for next 11 months at a consolidated pay of Rs. 30,000/- p.m. The detailed advertisement and other information is published on www.mssidc.org. The application should be submitted to Assistant Manager – Administration, on the above address on or before **18.08.2014**. Application received after due date/time will not be entertained. MSSIDC reserves rights to accept or reject any or all applications without assigning the reason.

Date:25.07.2014

Sd/-

Place: Mumbai.

Finance Controller

ADVERTISEMENT FOR THE POST OF IN-HOUSE CHARTERED ACCOUNTANT

MSSIDC invites application for the post of In-House Chartered Accountant on Contract for 11 months extendable for next 11 months on following terms and conditions:

A. Eligibility Criteria :

1. Education Qualification : The candidate must be a Chartered Accountant. He/she should have registered membership with the Institute of Chartered Accountant of India.
2. Age limit: Maximum 35 years.
3. Fresher may apply. Candidate with the post qualification work experience will be preferred.

B. Remuneration : Rs.30,000/- per month, including statutory deductions.

C. Contract period : The appointment is purely contractual. The appointment is for the period of 11 Months from the date of appointment. If the performance of the candidate is found satisfactory, the management may extend the contractual period for next 11 months.

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

E. Scope of work:

1. Reconciliation of Debtors and Creditors and its classification.
2. Scrutiny of accounts.
3. Finalization of pending accounts of MSSIDC Limited.
4. Taking periodical reviews of all division and with CA firms appointed in every division.
5. To assist Finance Controller to establish a good internal control system.
6. Verification of all accounting vouchers / transactions i.e. Purchase, 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 statements on monthly basis.
9. Verification of Income Tax, MVAT, CST, Service Tax, Professional Tax, E-TDS and PF and its returns.

10. Verify monthly pay roll system – salary, final settlement, gratuity, advance to employee, etc.
11. Assist in pending Income Tax / Sales Tax cases.
12. Review of pending Accountant General Audit – III Paras and their timely compliance.
13. Assist in preparation of Revenue and Capital budget.
14. Financial compliance including accounting standards and rules applicable to the Corporation as per the Companies Act, 2013 and other applicable acts and other accounts related work.

F. Instructions / 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.
 - iii. Experience Certificate from Govt. / Semi Govt. Companies other companies.
 - iv. Computer skills certificates, if any.
2. Candidates shall bring the Original documents at the time of written/Interview.
3. The Candidate should send the application in the prescribed format as per Annexure 'A'. No application will be entertained, if send in different format.
4. The application shall reach to Assistant Manager – Administration, MSSIDC Limited, Krupanidhi Building, 9 W.H.Marg, Ballard Estate, Mumbai. – 400 001, on or before **18.08.2014**.
5. The application should be send via post specifying the application is made for the post of “in-house Chartered Accountant”.
6. The Candidate will report to the Finance Controller 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 for the salary paid and it will be refunded only after completion of months of contract period.
8. In case the Candidate leaves the job before completion of 6 months, in that case the surety amount deducted shall be retained by the Corporation.
9. The Candidate shall be governed as per office procedure.

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

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.

Finance Controller
MSSIDC Ltd., Mumbai.

Date : 25.07.2014.

Annexure 'A'

Format of Application

APPLICATION FOR THE POST OF IN-HOUSE CHARTERED ACCOUNTANT

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:

Sr. No.	Name of Exam	Board/University	Year of Passing	%	Class/ Division

12. Training/Practical experience in pre-membership:

Sr. No.	Name of Organization/ Firm	Period		Post held	Nature of duties
		From	To		

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13. Experience – post membership:

Sr. No.	Name of Organization/ Firm	Period		Post held	Nature of duties
		From	To		

14. Highlights / achievements in training and work experience:

- 1.
- 2.

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

Signature of the Candidate

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