



कोलकाता मेट्रो रेल कार्पोरेशन लि.
KOLKATA METRO RAIL CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
CIN - U60100WB2008GOI127338

REGISTERED OFFICE:

KMRCL Bhavan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata-700021
Phone : 2213 4345, 6607 1117 Fax : 2213 4380. Website : www.kmrc.in

No.KMRCL/GM/Admin/Vacancy-Notice of CA/2020

dated 20/02/2020

KOLKATA METRO RAIL CORPORATION LIMITED (KMRCL), a Central Public Sector Enterprise, Government of India, formed to implement the East West Metro Corridor Project at Kolkata, invites applications from eligible candidates for engagement on Contractual basis to the post indicated in the table below as per the terms and conditions regarding educational and other qualifications, working experience, age limits, monthly emoluments, as noted against each of the said Table :

Name & Number of Post	One post of Senior Finance Manager &. One post of Senior Accounts Manager – Both in Kolkata.
Contractual Emoluments	Rs 70,000/- (Rupees Seventy thousand) per month for each post.
Qualifications	Chartered Accountant
Maximum Age limit as on 01/01/2020	40 years
Working Experience	Essential minimum 05 years working experience from the date of passing CA (Final Examination).
Roles & Responsibilities	<p>a) Taxation & GST Returns</p> <p>b) Reimbursement of VAT and SGST from GoWB. Liaison with various authorities of Government of West Bengal.</p> <p>c) Resolving all issues related to VAT & GST with the taxation authorities and other related offices.</p> <p>d) Ensuring all taxes are deposited and returns submitted in time.</p> <p>e) Replies to queries and finalization of Internal Audit Report, Statutory Audit Report, Supplementary Audit Report and Transaction Audit Report.</p> <p>f) Maintenance of Accounts:</p> <ul style="list-style-type: none">➤ Data Entry of day-to-day transactions.➤ Maintaining of Accounts and preparation of Annual Accounts of KMRCL.➤ Generation of MIS as and when required by management.➤ Providing instant Fund Position including Current Bank Balance as and when required.➤ Proficient in ERP. <p>g) Bank Reconciliation:</p> <ul style="list-style-type: none">➤ Scrutiny of Bank Statements.➤ Preparation and Maintenance of Bank Reconciliation Statements <p>h) Maintenance of Fixed Asset Register, Investment Register etc.</p> <p>i) Taxation :</p> <ul style="list-style-type: none">➤ Payment of Taxes, Advance Taxes➤ Co-ordination with Tax Auditors in submission of Tax Audit returns.➤ Resolution of Income Tax related disputes with Income tax authorities. <p>j) Generation and Supply of MIS reports as required by Management from time to time.</p> <p>k) Any other work as assigned from time to time.</p> <p>Besides above, sound knowledge on IndAS, GST and all taxation etc are desirable.</p>
Selection Process	Interview. All candidates will be interviewed for both the posts.
Medical Standards	Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.

Engagement will be on contractual basis initially for a period of two years (extendable yearly)

Facilities attached with the post

Besides the emoluments, as admissible, the post, as mentioned in the Table above, carry the benefits as admissible as per HR rules of KMRCL.

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A. GENERAL INSTRUCTIONS:

1. If any candidate is presently working with any Government Department or organization/PSU, he/she should inform their employers in writing before applying for posts in KMRCL. Such candidates will have to produce NOC from their employers at the time of interview.

B. INSTRUCTIONS FOR APPLYING:

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in advertisement. The application should be submitted only once.
 2. Application **neatly typed** on A-4 size paper in the prescribed format should be sent to **General Manager/Administration, Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata - 700021** accompanied with the copy of following documents:
 - a) Matriculation Certificate (for age proof);
 - b) Attested copy of certificate of professional degree and of membership (ICAI) of the Institute of Chartered Accountant of India.
 - c) Certificates of other professional qualification, if any.
 - d) Certificate in proof of experience (clearly indicating the Pay and no of years served in the Pay as on the cut off date as mentioned), proof of present CTC (for working in private sector)/present pay (for working in Government Sector/PSU).
 - e) Community Certificate if any;
 - f) DD for Rs. 1000/- for UR and OBC applicants and Rs. 250/- for SC/ST & Ex-servicemen applicants in original.
 - g) A copy of CV (Curriculum Vitae) signed by candidate.
 - h) Two copies of recent passport size photograph.
 - i) **"Application for engagement to the post of on contractual"** should reach Managing Director, Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata - 700021 **within 21 days from the date of advertisement.**
- 3.Applications received late/incomplete in any matter will not be entertained.

By order of the
Managing Director
Kolkata Metro Rail Corporation Limited

APPLICATION FORMAT

D. D. No. & Date	Name of issuing Bank & Branch	Amount
		Rs.

1. Post Applied for (in Block Letters):..... Advt No.....
2. Name in full (in Block Letters) :
3. Father's Name :
4. Date of Birth :
5. Community (SC/ST/OBC) :
6. Religion whether belong to Minority: Yes/No (Please tick)
7. Name of the Last/Present Organization..... (Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Private	Others

8. Correspondence Address :..... (in Block Letters)
.....
9. Contact Phone & Fax No. :.....
E-Mail ID :.....

10. Qualifications (Academic & Professional):

ICAI Membership No..... & Date.....

Exam Passed	Year of Passing	Name of Instt./University	Max. Marks	Marks obtained	%age of marks

11. Post Qualification Experience:

Name & Address of the Employer	Type of employer (PSU/Central/State/Govt./Railway/Private/Others (Pls. Specify)	Post held (Designation)	Pay	Period in Pay		Brief details of work handled (attach separate sheet if necessary)
				Date of appt.	To date	
Present						
Previous						

My total length of post qualification work experience is years.....months.

12. Details of Computer/ERP proficiency :.....

13. List of Enclosures:

- 1.
- 2.

Signature of the Candidate

Verification

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place:

Date:.....

Signature of the Candidate