



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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Sub: Recruitment for the post of Accountant for Siliguri, W.B. office on contractual basis.

Tea Board requires an Accountant on contractual basis for its QCL, Siliguri and DTR&DC, Kurseong, with a consolidated pay of **Rs. 30,000/- Per month** purely on temporary basis for a period of one year. Renewal of services if required shall be done with a few days of break in service with increment in consolidated amount @10% per annum. **The candidate should be ready to join immediately on final selection.** The selected candidate is required to look after the accounts related work of both the centres.

Name and number of Post	Age Limit	Duration	Date & Address of walk in Interview	Qualifications	Role/Responsibility:-
Accountant (On Contract) (One post)	Not more than 45 years as on 01.09.2020	Purely on temporary basis initially for one year which may be extended based on performance	29.09.2020 (Tuesday) QCL, Tea Park, Behind NJP Railway Station, Bhola More, P.O. Sahudangihat, Siliguri – 735135, West Bengal. Timing: 11:00 AM to 14:00 PM.	<ol style="list-style-type: none">CA-Inter/CMA-Inter/CA Article-ship with 2 years' working experience.Experience in Accounts Finalizations, MIS Reporting, and Accounts supervision.Excellent command in MS Office with special emphasis on MS Excel.Experience should match with roles and responsibility specified herewith.Thorough knowledge on operation of Tally ERP	<ol style="list-style-type: none">To ensure all tax compliances and timely filing of the statutory return relating to taxes.Attend to the tax assessments and statutory authorities in connection with taxation issues as and when required. Reply to the CAG/Internal auditors.Ensure that Internal & External audit requirements are met and proper validation of accounts & prepare monthly variance report.Preparing periodic financial statements, including Annual Accounts, budgets, cash flows, auditing of account & scheme etc. Fixed assets accounting & BRS, ledger scrutiny.

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				6. Through knowledge of Accounting Standard and Standard Auditing Practices.	5. GST: ITC accounting & compilation, data required for returns, reconciliation with vendor returns and accounting software.

1. The appointment will be for one year on contract basis reckoned from the date of joining and extendable after one year subject to satisfactory performance evaluation and requirement at the after end of one year. He/she has to enter into an agreement with Tea Board. The employment contract will be terminated on the last day of the agreement. No formal notice or order will be issued separately.
2. The applicant should come along with original copies of testimonials, photograph, and experience certificate
3. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.
4. On the basis of marks scored in CMA (Inter)/ CA (Inter)/ CA Article-ship the short-listing of candidates will be done.
5. No TA/DA to be given for attending the interview.
6. The Board reserves the right to restrict the number candidates for written or interview as per requirement.
7. The Board reserves the right to cancel the process of recruitment at any stage without assigning any reason.
8. The Board reserves the right to terminate the individual for unsatisfactory performance without any notice.
9. Place of work shall be **QCL, Siliguri and DTR&DC, Kurseong**. He/she has to undertake tours also as per requirement of Tea Board. TA/DA shall be borne by Tea Board.

The above post is purely temporary/contractual and don't entitle the appointee to any claim, implicit or explicit for absorption in the service of Board.

Secretary
Tea Board India