



टी बोर्ड

TEA BOARD

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग, भारत सरकार

MINISTRY OF COMMERCE & INDUSTRY, DEPT. OF COMMERCE, GOVT. OF INDIA

“गुणवत्ता नियंत्रण प्रयोगशाला भवन (तृतीय तल)”, टी पार्क, भोला मोड़ (न्यू जलपाईगुड़ी स्टेशन के पीछे)

“Quality Control Laboratory Building (3rd Floor)”, Tea Park, Bhola More (Behind NJP Rly. Stn.)

पोस्ट – साहूडांगी हाट, सिलीगुड़ी, पश्चिम बंगाल – 735 135, दूरभाष – 0353 – 2960391 / 2960392

P.O. - Sahudangi Hat, Siliguri, West Bengal - 735 135. Tel: 0353 – 2960391 / 2960392

ईमेल / e-mail address: siliguriteaboard@gmail.com

NOTIFICATION

Walk-in-Interview for engagement of CA-Inter / CMA-Inter at Tea Board India, Zonal Office, Siliguri

For engagement of 01 (one) CA-Inter / CMA-Inter as per the details given below, a Walk-in-interview will be conducted on 21st April 2023 from 10:30 AM onwards in Tea Board India, Zonal Office, Quality Control Laboratory (QCL) building, Tea Park, Bhola More, behind New Jalpaiguri (NJP) railway station, P.O. – Sahudangihat, Siliguri- 735135.

Name and number of Post	CA-Inter / CMA-Inter (On Contract) One Post
Age Limit	Not more than 45 years as on 01.01.2023
Duration	Purely on temporary basis initially for one year which may be extended based on performance
Emoluments (fixed) per Month	Rs. 35,000/- (Rupees Thirty Five Thousand only)
Qualifications	Essential <ol style="list-style-type: none">1. CA-Inter / CMA-Inter / CA Article-ship2. Experience in Accounts Finalizations, MIS Reporting, and Accounts supervision.3. Excellent command in MS Office with special emphasis on MS Excel.4. Experience should match with roles and responsibility specified herewith.5. Thorough knowledge on operation of Tally ERP 9.6. Thorough Knowledge of Accounting Standard and Standard Auditing Practices.
Experience	2 to 5 years
Roles / responsibilities	<ol style="list-style-type: none">1. Auditing and financial concurrence of all proposals / applications related to Plan Schemes and Non Plan expenditure.2. Knowledge of GSTR-1, GSTR-2B, 2A and GSTR-3B. Preparation of monthly reports related to GST input and output. All GST related work including raising of GST invoice as amount received.3. Preparation of monthly receipts and payments, income expenditure and balance sheet, finalization of books of accounts. Ensure that Internal & External audit requirements are met and proper validation of accounts & prepare monthly variance report, preparing periodic financial statement including Annual Accounts, budget,

	<p>cash flows, MIS report, BRS, ledger scrutiny etc.</p> <ol style="list-style-type: none">4. TDS related work and TDS returns.5. Adequate knowledge of Tally (ERP). Tally entries in all accounts, separate tally entries bank account wise.6. Reply to the CAG/ Internal Auditors
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Interested candidates are requested to appear (in person) in the interview along with application (strictly as per the enclosed format), CV, self-attested copies of testimonials and supporting documents pertaining to the information furnished in the application form, along with their originals for verification. Registration for appearing in interview will be allowed up to 10:00 AM only on 21st April 2023.

Instructions to candidates:

1. The engagement will be for 01 (one) year on contract basis reckoned from the date of joining and extendable after 01 (one) year subject to satisfactory performance evaluation and requirement at the end of one year.
2. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
3. Maximum age limit will be 45 years as on 01.01.2023.
4. No TA / DA to be given for attending the interview.
5. Tea Board reserves the right to modify/alter/restrict/enlarge/cancel the process of recruitment at any stage without assigning any reason. The decision of the Board will be final and no appeal will be entertained in this matter.
6. The Board reserves the right to terminate the individual for unsatisfactory performance without any notice.
7. Place of work shall be Tea Board, Zonal Office, Siliguri. The selected candidate will be required to join immediately to Tea Board India, Zonal Office, Siliguri.
8. If, after joining in the said post, the candidate wishes to quit or Board want to terminate the assignment, a minimum 01 (one) month notice would be required from either side.
9. For further query, if any, please contact at 0353 – 2960391 / 0353 – 2960392.

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

**Secretary
Tea Board India**

Format for Application to the post of CA-Inter / CMA-Inter (Contractual) at Tea Board India, Zonal Office, Siliguri

1. Full Name:
2. Father's / Husband's Name:
3. Category (Gen/OBC/SC/ST/PH):
4. Date of Birth:
5. Age as on 01.01.2023:
6. Gender:
7. Nationality:
8. Marital status:
9. Address for Correspondence (with Mobile Number and E-mail ID) (self certified ID proof to be attached):
10. Academic Qualifications: (please attach self attested copies of mark sheet & certificates)

Affix
recent
Passport
size photo

Degree / Qualification	Name of the Board / University / Organization	Year of Passing	Percentage of Marks / division obtained
Secondary (10 th)			
Higher Secondary (12 th)			
Graduation			
CA-Inter / CMA-Inter			

11. Details of experience (if any): (copies may be enclosed as attachment):
12. Whether currently employed (Yes / No):
13. Any other relevant information:

Declaration: I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am in possession of the documents in proof of the claim made in this application.

Date:

Place:

Signature of Applicant