

18. Post:	Project Officer (Finance and Accounts)
.Position Code:	PO(Finance)
No. of Posts	01
Location	C-DAC, Silchar
Duration of the position	Three Years
Minimum Educational Qualification	1. CA/LLM/CS OR Two year Full Time MBA/Post Graduate in relevant field/LLB or equivalent relevant professional qualification
Desirable Qualification	Certificate in Tally ERP
Minimum Post Qualification Relevant Experience	Minimum 03 years of Post Qualification Experience in relevant filed as per job profile
Desirable Skills (in one or more topics)	1. Fully Conversant with GST, Income Tax, EPFO and other statutory Rules and Guidelines 2.Preparation of Balance Sheet and Annual Return 3.Knowledge of Tally EPF Software 4.Good written and verbal communication 5.Knowledge of Procurement procedure of Govt Organization 6.Knowledge of PFMS, RBI TSA Account operations 7.Knowledge of Preparation of Utilization Certificate, Project Accounting
Job Profile and other Skills	1. Overall supervision of Accounts and Finance including statutory Audit, Balance Sheet and other day to day operations related to Finance and Accounts
Mode of selection	Written Test cum Interview
Emoluments	Consolidated pay : Rs.31,000-2,20,000 p.m At present the salary and other benefits include Consolidated pay, Medical Reimbursement, Provident fund, Food / Canteen Subsidy, Leave Encashment, Gratuity and annual increment (as per the performance).