

ASSAM FOOD AND CIVIL SUPPLIES CORPORATION LIMITED

(A Govt. of Assam Undertaking)

4th Floor, Office of the Commissioner of Transport, Assam Paribahan Bhawan,
Jawahar Nagar, Khanapara, Guwahati-22**ADVERTISEMENT FOR ENGAGEMENT OF ACCOUNTS OFFICER**

AFCSCCL invites application for filling up the position of Accounts Officer by direct recruitment on contractual basis:

JOB DESCRIPTION		
Post	:	Accounts Officer
Reporting To	:	Managing Director
Term	:	One Year on Contractual Basis (extendable from time to time)
Job Profile	:	<ol style="list-style-type: none"> 1. To effectively manage the finance and accounts functions with proper systems and controls. 2. Finalization of financial statements and conduct of its Audit; 3. Overseeing the overall accounting process; 4. Responsible for furnishing 'true and fair' view of the state of affairs in the financial statements; 5. To sign the financial statements along with those authorized by the Board; 6. Ensuring compliances like consolidation, separate reporting on the operating effectiveness of internal controls, enhanced disclosure requirements, etc. 7. Responsible for adhering to accounting standards; 8. Responsible for filing financial statements with registrar of Companies; 9. Taxation & Regulatory compliances (Income Tax, GST, etc.); 10. Interaction with fund/treasury managers, investment of surplus fund; 11. Meeting the analysts and briefing them on the Company; 12. Providing strategic information support to senior management; 13. Responsible for providing various inputs for meeting the enhanced board report requirements; 14. Discharge regulatory responsibilities like setting up a solid regulatory and compliance framework, formulating a strong risk management platform, providing a robust vigil mechanism, creating a foolproof mechanism for reporting of frauds, and ensuring timely approval for related party transactions; 15. Involvement in corporate social responsibilities (as and when applicable) in ensuring compliance with the Act and in analyzing and maximizing the value proposition of the same; 16. Responsible for maintenance of books of account, preparation & filing of annual accounts, disclosure of financial information in offer documents; 17. Such other responsibility entrusted by the Audit Committee and Board from time to time

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Qualification	:	Chartered Accountant from Institute of Chartered Accountant of India
Experience	:	Post qualification experience of 1 years or more
Monthly Remuneration	:	Rs. 50,000.00 p.m. Plus House Rent @ Rs. 8,000.00 (fixed) Plus Fixed telephone/Mobile allowance @ Rs. 1,000.00 p.m. Plus Fixed Medical Allowance @ Rs. 1,000.00 p.m.

General Information:

1. The educational qualifications should be from a reputed institute/University duly recognized by the Government.
2. Applications in format prescribed on this website along with education/experience certificates should reach online through email **mdafcscl@gmail.com** with a hard copy to the Managing Director, Assam Food and Civil Supplies Corporation Limited, (A Govt. of Assam Undertaking), 4th Floor, Office of The Commissioner of Transport, Assam Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 before 5 pm on 03/09/2019.
3. The selected candidates will be communicated through email/notices on our website regarding test/interview to be held. No invitation letters will be issued to the individual candidates. No request for postponement of interview/test will be entertained. Candidates are advised to check our website regularly.
4. No TA/DA will be paid to the candidates for appearing in the interview.
5. Incomplete application or application received after last date will be summarily rejected. Mere fulfillment of eligibility criteria will not confer any right to be called for interview.
6. Canvassing in any form will be treated as disqualification.
7. Candidates already employed in any Government organization/department should apply through proper channel. However they may send an advance copy for information. If they are called for test/interview, they shall have to submit "No Objection Certificate" from the employer, if application is not routed through proper channel.
8. Other terms and conditions and rules and regulations applicable to the selected candidates will be decided by the Competent Authority and shall be binding on all concerned.
9. During the course of employment, the employees may have to travel to places of duty as assigned.
10. AFCSCL reserves the right to reject any or all the applications without assigning any reasons thereof. Decision of the authorities regarding suitability of candidate will be final. Further, clarification/corrigendum in this regard, if any, will be uploaded only on the department website.
11. Candidate are requested to visit the department website regularly at **www.fcscs.assam.gov.in**.

Sd/-

(Managing Director)

Assam Food and Civil Supplies Corporation Limited

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FORM OF APPLICATION FOR ENGAGEMENT OF ACCOUNTS OFFICER

To,

The Managing Director,
Assam Food and Civil Supplies Corporation Limited
4th Floor, Office of the Commissioner of Transport,
Assam Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22

Sub: Application for engagement as Accounts Officer of AFCSCCL.

Ref: AFCSCCL Advertisement No. **AFCSCCL.9/2019/4**, Dated: **21/08/2019**

Sir,

In response to your advertisement quoted above on the subject I have the honour to offer myself as a candidate for the same with the particulars furnished in the prescribed form as under:

1. Name in full (Block Letters)
2. Sex (Male/Female)
3. Father's/Husband's Name
4. Present Address
5. E-mail Address
6. Mobile Phone No:
7. Are you a citizen of India? (Yes/No)
8. Educational Qualification:
(Copies of certificates should be enclosed)

Paste
passport
sized
photograph &
sign across

Name of the Exam	University/Board	Subjects	*Percentage	Year of Passing	Regular/ Distance

*In case of CGP, CPI etc. the conversion has to be done in form of percentage only.

9. Other Qualifications, if any
10. Date of Birth (as per HSLC Certificate)
11. Age as on 01.01.2019
12. Present occupation, if any
13. Previous experience, if any
14. Total experience
15. Current salary

NOTE 1: Self attested copies of Testimonials/Certificates relating to age, educational qualification and experience should be enclosed.

NOTE 2: Attach self-attested copies of Address Proof and Identity Proof.

It is solemnly affirmed that the particulars given above are true to the best of my knowledge and belief. I hereby undertake to abide by the term and conditions/rules and regulations as decided by the Competent Authority of Assam Food & Civil Supplies Corporation Limited.

Signature.....

Name.....