Deputy Director (Accounts) at CAPEXIL Head Office, Kolkata

Age Limit	**30 – 45 Years**
Consolidated Remuneration	Rs. 90,000/- to Rs. 1,00,000/- per month as Consolidated Lump Sum Pay under CTC Package
Period of Contract	2 to 3 years on Full Time Basis
Qualification	Qualified Chartered Accountant / Qualified Cost Accountant / Post Graduate in Finance or Accounts or Commerce
Experience	5+ years of relevant experience at higher position
Place of Posting	CAPEXIL Head Office, Kolkata
Job Description	➢ In-Charge of Accounts, Finance & MAI Dept. of CAPEXIL Head Office, Kolkata ➢ To handle entire Accounts & Audit of CAPEXIL including Income & Expenditure, Finalization of Accounts, Internal, Statutory & CAG Audit Compliances ➢ Experience to manage financial transaction as per government rules viz. FRSR, PFMS for Govt. Grants, GFR etc. ➢ Maintain records of memberships and other income of CAPEXIL ➢ Reconcile the Banks with Accounts on monthly basis ➢ Handle general account queries of Members and internally ➢ Attend to all compliances under GST / Income Tax / Provident Fund / Companies Act 2013 and other laws as applicable ➢ Attend to all work assigned by the Higher Ups
Computer & other Proficiency	Person with excellent Drafting & Communication Skill with good knowledge of Computers & Technology including Tally & other Accounting / Finance Software. He / She is required to take the responsibility as the Accounts Head of H.O.

The management reserves all right to relax educational qualification & other parameter in case of a candidate having exceptional qualification, knowledge and/ or experience

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CAPEXIL
(Sponsored by Ministry of Commerce & Industry, Govt. of India)

APPLICATION FORMAT

(Post Applying for: _____) (Stream:___)

Paste a recent photograph

1. Name in Full (in Block Letter):
2. Father's / Husband's Name:
3. Permanent Address:
4. Correspondence Address:
5. Contact No. & Email-ID:
6. Date of Birth:
   (Self-Attested copy of proof of age to be attached) Age as on date of Advertisement:
7. Nationality:
8. Educational/Professional Qualifications:

Name of University/ Board	Year of Passing	Stream/Subject	% of marks/ CGPA

(Self-Attested Copy of Essential Educational Qualification to be attached)

9. Work Experience in relevant fields:

Name & Address of Employer	Period of Service (from- to)	Designation	Nature of work/responsibilities

(Self-Attested Copy of experience certificate to be attached)

10. Current Remuneration (enclose last 3 months Pay slip):
11. Languages known with proficiency:
12. Two Reference from present or Past Employment

Name.....	Name .....
Address	Address .....
Email	Email .....
Telephone Number	Telephone Number.....

13. Any other relevant Information:

Declaration

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understood that this position is purely temporary on contract basis and if it found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

Place: Signature of Candidate:
Date: Name of the Candidate: