

DELHI MUMBAI INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED

Recruitment for the post of “Senior Manager (Finance & Accounts)”

COMPANY PROFILE:

Delhi Mumbai Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing and Trading Hub. The project will be funded through private-public partnership, Government of India and foreign investment. The backbone of the project is the Dedicated Freight Corridor being developed by Ministry of Railway which span across 1483 km. The project is implemented by the Delhi Mumbai Industrial Corridor Development Corporation (DMICDC) Ltd., an autonomous body comprising of Government and Private Sector. The project will see major expansion of Infrastructure and Industry – including industrial clusters and rail, road, port, air connectivity – in the six states along the route of the Corridor.

It is aimed at developing an Industrial Zone spanning across six states in India i.e. States of UP, Haryana, Rajasthan, Gujarat, Madhya Pradesh and Maharashtra.

Delhi-Mumbai Industrial Corridor will undertake the development of futuristic smart cities using sustainable technology with the objective of expanding the manufacturing and services base. Substantial progress has been made since the inception of the projects in terms of master planning and now the project has entered the phase of implementation.

PROJECT OBJECTIVES:

The objectives of the project include: demonstrating the implementation of an integrated solar and smart grid project; encourage the use of sustainable, carbon neutral and efficient energy mechanisms; wide dissemination of the technology and its performance in India. The project would not only produce green power but also save on carbon dioxide emissions by reducing diesel consumption while incorporating cutting edge technology from Japan. The success of the project is also expected to promote the manufacture of solar panels and other equipment facilities in India.

JOB DESCRIPTION & KEY RESPONSIBILITIES:

The job requires providing all assistance to the reporting officers as per following:

1. Maintenance of Books of Accounts:

- Processing of Bills of various vendors, consultants, contractors, agencies etc.
- Preparation of detailed computation in respect of payroll, processing of salary and other related issued relating to employees of the company,
- Computation of TDS on various payments as per the provisions of applicable provisions of applicable act,
- Periodical closing of Books of Accounts,

- Preparation of Financial Statements as per the applicable Acts, Guidelines, Notifications etc.,
- Investment of surplus funds of the company on the basis of projection of cash flow.

2. Tax and Other Statutory Compliances:

- Timely Deposition of statutory obligations of the company including TDS deposit, service tax deposit, advance tax, provident fund etc.,
- Timely filling of TDS returns, service tax returns on periodical basis,
- Responding to the notices received from the Income Tax Department for TDS compliances,
- Coordination and follow ups with the tax consultants on compliance of various taxation relation matters,
- Computation and deposition of advance tax on periodical basis,

3. Audit:

- Getting the audit conducted by attending the queries, furnishing the replies and providing all related documents to the auditors on periodical basis,
- Assisting the audit team deputed by the auditor (internal / statutory / C&AG),
- Preparation of various replies on the observation(s)/ comment(s) raised by the auditors.

4. Others:

- Preparation of budget proposals and Annual Plan etc.,
- Preparation of various replies to the communication received on various matters relating to finance and budgets etc., from ministry,
- Any other work assigned from time to time.

MINIMUM REQUIREMENTS:

- 1. Nationality:** Candidate from Indian nationality only.
- 2. Preferable Age:** Candidate should not be more than 35 years of age and must be in good health and sound mind.
- 3. Academic & Professional Qualification:**
 - Should be a graduate with professional qualification of a Chartered Accountant; and
 - Should have expertise to work on accounting softwares i.e., Tally ERP 9.0, Webtel TDS software and MS office.
- 4. Experience:** More than 07 years of post-qualification experience.
- 5. CTC:** Rs.9 lakhs per annum. Higher compensation for deserving candidates.

SELECTION PROCESS:

A Selection Committee will be constituted to short list, interview and recommend the candidate.

HOW TO APPLY

Resume and duly filled application, in the prescribed format for the above post may be sent by post/hand/email to the following address so as to reach latest by **03rd October, 2016 at 6:00 PM**. The envelope containing application and resume should be super scribed with:

“Application for the post of “Senior Manager (Finance & Accounts)” for Delhi Mumbai Industrial Corridor Development Corporation Limited

Address for communication:

**Delhi Mumbai Industrial Corridor Development
Corporation Limited (DMICDC),
Room No. 341B, 3rd Floor,
Hotel Ashok, Diplomatic Enclave,
50B Chankyapuri, New Delhi - 110021.
Phone: +011-26118884 - 89.
Email: jobs@dmicdc.com**