



**NATIONAL
JUTE BOARD**

राष्ट्रीय पटसन बोर्ड

NATIONAL JUTE BOARD

भारत सरकार का एक सांविधिक निकाय, वस्त्र मंत्रालय

A Statutory Body, Ministry of Textiles, Govt. of India

NJB/Recrvt/Consultant -Finance /2018

20.02.2018

SUB : WALK-IN-WRITTEN INTERVIEW FOR "CONSULTANT IN FINANCE & ACCOUNTS"

The National Jute Board (NJB), a statutory organization set up under National Jute Board Act , 2008 under the Ministry of Textiles, Government of India intends to appoint one Consultant (Finance & Accounts) from amongst retired Government servants / PSU who have retired with the Grade Pay of Rs.5400/- (equivalent IDA Scale) or above with 15 years work experience in Finance, Audit & Accounts Functions .

For this purpose, a walk-in-interview will be held at the following address at **11.30 A.M to 1.00 P.M on 27.02.2018**. Details of qualification, experience etc. are given below. Interested candidates are requested to attend with two copies of Bio Data, Two stamp size colour photographs, Last Pay Certificate, Pension Payment Order and Proof of Date of Birth.

O/o The Jute Commissioner, Ministry of Textiles, Govt. of India
3rd MSO Building, E&F Wing, CGO Complex, 4th Floor, Sector-I,
DF Block, Salt Lake, Kolkata-700 064

1. Name of Post: Consultant (Finance)
2. (i) Desirable Qualification : C. A / ICWA /FCMA / SAS/MBA Finance /B.Com (Honours –Accounting)
(ii) Retired Government employee with Grade Pay of Rs.5400 (Pre-revised) or equivalent IDA Scale and above with at least 15 years' experience in Finance, Audit and Accounts matter are eligible.
3. Proficiency in the latest Accounting packages and Knowledge of latest version of Tally, preparation of Final Accounts.
4. Age Up to 65 years
5. Functions/Jobs to be performed
 - Dealing with all matters relating to finance, accounts, audits & financial implementation of schemes and others.
 - Ensuring adequacy of Funds and liaising with ministry for timely release of funds. Monitoring and analyzing of Annual Budgets and DPRs.
 - Analyzing financial performance of the Board, variance from targets and effecting adjustments- physical and financial.
 - Review of Audit reports, Replying to Audit queries, Follow up with audit/banks/internal audit/Tax consultants etc.
 - Scrutiny of Monthly/Annual accounts / Finalization of Annual Accounts / Tax matters etc
 - Computerization of Accounts and its implementation. Monitoring over fund requirements and payments to Regional Offices.
 - Preparation of Budget, BE, RE statements for the Board in consultation with Marketing, Technical and Administration Departments.
 - Ensuring Government compliances / timely submission of reports / returns to the Ministry and other authorities
 - Any other work assigned by the Secretary from time to time.
6. Remuneration : As per Governments norms
7. Tenure : 12 Months subject to review for subsequent extension/renewal on year to year basis as per requirement

(Secretary)