

**Recruitment of 2 Nos. of Qualified CMA candidate for finance through  
Campus Interviews.:-**

**JOB DESCRIPTION FOR THE POST OF OFFICER TRAINEES (S-7 CADRE)**

- Assistance in Monthly reconciliation of accounts
- Assistance in Review of Debtors and Advance for recovery from clients.
- Assistance in Monthly review of Advance, payable to suppliers.
- Assistance in Compliance of accounting standards, Companies Act 2013.
- Assistance in finalisation of Accounts and coordination with TSG's for completing finalisations.
- Assistance in Preparation of Notes to Accounts.
- Assistance in Audit committee agenda for accounts closure
- Following up for income tax refunds.
- Assistance in Completion of assessment.
- Assistance in Tax Audit compliances.
- Assistance in TDS.
- Assistance in GST compliances.
- Assistance in Financial and Cost Analysis and concurrence of business proposal and commercial terms.
- CTC for Officer Trainees is around 12 lakhs annually.