

## **KOLKATA METRO RAIL CORPORATION LIMITED**

(A Government of India Undertaking)

29<sup>th</sup> October 2017

Requires

**Accounts Officer**

(On contractual basis for a period of 2 years but extendable on the basis of performance)

**Qualification** : Chartered Accountant/Cost Accountant

**Age** : Maximum 40 years on the date of issue of advertisement

**Experience** :

- a) Minimum 2 years of work experience as given in (b) below
- b) Candidates should enclose experience certificate of working in a Private/Commercial/Government/PSU Organization for at least 2 years (combined service if working in more than one office)

**Essential:**

- c) Experience of having done book-keeping in Computer Software such as Tally, Busy, etc. Work experience certificate should include having worked in these softwares.
- d) Should have knowledge of IND AS & GST

**CTC : Rs.4.80 lakhs p.a.(Consolidated)**

**Roles & Responsibilities**

- a) To finalize day-to-day accounts as per financial rules and Accounting Principles/Standards;
- b) Prepare Annual Accounts/Quarterly Accounts as per Company's Act and Accounting Standards (Ind AS);
- c) To maintain transparent financial records & accounts of all transactions;
- d) To monitor & coordinate with the Auditors;
- e) To process TDS,GST and Income Tax;
- f) Filing e-TDS, Income Tax returns, GST Returns & Other returns for KMRCL;
- g) Any other tasks assigned from time to time.

Application in details may be sent within 30 days from the date of advertisement to the General Manager (Administration), Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, Munshi Premchand Sarani, Kolkata-700 021. (Telephone : 03322134345, 033-66071117 fax : 033-22134380)