



**ASSAM SMALL INDUSTRIES DEVELOPMENT
CORPORATION LIMITED**

(A Govt. of Assam Undertaking)

M. R. D. Road, Bamunimaidan, Guwahati – 781021

E-mail-asidcassam@gmail.com, Ph-0361-2550264

Ref No. SIDC/HO/E/Appoint/MF&A/01/2019

Dated: 30/06/2022

RECRUITMENT NOTICE

Applications are invited from Indian citizens for filling up of 1 (one) vacant post of Manager, Finance & Accounts in the Assam Small Industries Development Corporation Limited (A Govt. of Assam Undertaking), Guwahati on Deputation from State/Central PSUs/Govt. of Assam/ Govt. of India or Contractual basis.

Position : Manager, Finance & Accounts.

Reporting to : Managing Director

The suitable candidate should be operationally focused who combines business focus with integrity. He/she should possess strong inter-personal skills and communication skills alongwith the ability to provide leadership direction to the team.

Qualification & Experience for Deputation:

Qualification-

- **Age :** Maximum age limit 45 years as on 31/03/2022.
- The Essential Qualification-M.Com (Finance/Accountancy) or MBA (Finance) from recognized Indian University or CA (Intermediate).
- Applicants Working as Deputy Manager, Finance & Accounts in the pay scale of (30,000 – 110,000- PB -13900/-) in Govt. of Assam/State PSUs/Board etc.
- Applicant working in the Central PSUs/Autonomous Organization/ Govt. of India in analogous post equivalent to Deputy Manager, Finance & Account of Govt. of Assam.
- **Experience:** Minimum 3 (three) years working experience at Deputy Manager Rank in Govt. of Assam/State PSUs. Board etc./ Govt. of India/Central PSUs etc. with a fair degree of knowledge, understanding and exposure to commercial accounting and conversant with all State Govt./State PSU rules having expertise in Company matter, Corporate Law and Statutory Provisions with experience of making digital accounts.



Qualification & Experience for Contractual:

Qualification-

- **Age :** Maximum age limit 45 years as on 31/03/2022.
- The Essential Qualification-M.Com (Finance/Accountancy) or MBA (Finance) from recognized Indian University or CA (Intermediate).
- Experience of minimum 3 years at the level of Deputy Manager, in Govt. of Assam/State PSUs. Board etc./ Govt. of India/Central PSUs etc on contract basis or 5 (five) years in a reputed Commercial Organization with a fair degree of knowledge, understanding and exposure to commercial accounting and conversant with all State Govt./State PSU rules having expertise in Company matter, Corporate Law and Statutory Provisions with experience of making digital accounts.

Job responsibilities:

- Ensure monitoring and maintenance of Books of Account as per the Accounting Standards of ICAI and as per the various Statute in vogue along with effective internal control procedure, in timely manner.
- Ensure maximum collection of receivables and initiate the corrective steps, highlighting the weakness to improve financial performance of the organization.
- Monitoring Accounts Payables and Receivables as per the applicable policies and procedures of the Organization.
- To liaise with banks and financial institutions and other Statutory Authorities as and when required.
- Ensure compliance of statutory formalities with accuracy and timely manner, ensuring timely audit and finalization of books of account within standard time frame.
- Monitoring the fund flow for smooth running of organization with financial planning.
- Preparation of Capital and Revenue Budget Expenditure budget and monitor Cash flow and fund flow through periodic Statements.
- Ensure cost effectiveness within organization, developing financial strategies, opportunities forecasting with risk minimization.
- Ensure Ageing analysis of accounts receivables and Payables and arranging periodic balance confirmation from the concerned parties.
- Ensure optimization of the financial performance of organization with accurate reporting and financial advisory services.
- Monitoring of all fixed deposits to maximize interest income. Preparation of periodic bank reconciliation statements.
- To initiate appropriate steps and ensure checks and balances to prevent any revenue leakage.
- Preparation of Balance Sheet.
- Any other job assigned by management from time to time.



Terms & Conditions:

1. Age relaxation may be given as per State Government rules.
2. Candidates presently employed in Government Departments/Public Sector Undertakings/Autonomous Organizations should produce their applications through proper channel or produce NOC at the time of interview, failing which their candidature will not be entertained.
3. Incomplete applications or incomplete supporting documents/applications with wrong particulars will not be considered.

Remuneration:

1. **For Deputation:** The pay of the applicant will be fixed in the scale of Pay Rs. 30,000 – 1,10,000 (P-B-4) with Grade Pay Rs.14,500/ PM plus other allowances, admissible under rules.
2. **For Contractual :** Remuneration of Rs. 65,000/- per month with annual enhancement of 3% in every year on satisfactory performance.

Period of Service:

1. **On Deputation :-** Minimum 3 years extendable upto 5 years.
2. **On Contractual :-** Minimum 3 years extendable on satisfactory performance.

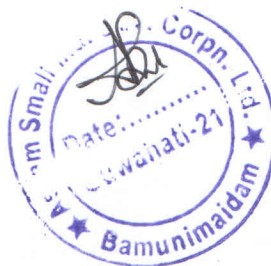
Application Process:

1. Interested and eligible candidates can download the application Forms from official website <https://asidcltd.assam.gov.in>.
2. Hardcopies of applications in prescribed format (uploaded in the ASIDC website <https://asidcltd.assam.gov.in>) along with self attested copies of certificates in support of educational qualifications, experience, age, caste, permanent residence along with a recent passport size photograph should reach the Managing Director, ASIDC by 31/07/2022 on the following address-

Managing Director
Assam Small Industries Development Corporation Ltd.
M.R.D. Road, Bamunimaidam
Guwahati-781021.

The envelop containing the application form should mention the following on the top:
“Application for the post of Manager Finance & Accounts” on Deputation/
Contractual basis.

Sd/-
Managing Director
ASIDC Ltd.



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APPLICATION FORM

ADVERTISEMENT NO:

NAME OF THE POST APPLIED FOR:

1. Applicant's Name in full (as recorded in HSLC or equivalent certificate in BLOCK LETTERS IN ENGLISH)

2. Father's Name in full

3. Mother's Name in full

4. Gender:

(Male-M/Female-F/Other-O)

5. Date of Birth (As per HSLC certificate)

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6. Age on.....2022

Y Y M M D D

7. Nationality

8. Category (GEN/EWS/SC/STP/STH/OBC&MOBC)

Note: attach supporting documents (except GEN)

9. Permanent Address:

10. Present Address For Communication:

(If the permanent address is same as that of present address, please put a tick(✓) mark only)

11. Essential Qualification: From HSLC onwards (use separate sheet, if necessary)
 Note: Attach supporting documents

Name of Exam	Division/ Grade/ Class	PC(%) of Marks Obtained	Year of Passing	Duration of Course	Institution/Board/ University	Subjects Taken

12. Employment/Experience (The experience column should be filled as and when specifically mentioned in the advertisement)
 (Particulars of all previous and present employment/experience relevant to advertisement are to be furnished), (Use separate sheet, if necessary)

Sl. No.	Name and address of the employer	Post Held	Nature of Work/Duty	Period		Whether Central/ State Govt /PSU/ Private
				From	To	

13. Are you debarred from any examination and /or selection conducted by ASIDC or any State/Central PSU or UPSC/any State PSC? [Please tick (✓) appropriate box

Yes	No
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14. Are you debarred from applying for any Government post? [Please tick (✓) appropriate box] (If yes, submit details).

Yes	No
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