

ANANDADHARA

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt of West Bengal)



Office of the Project Director & Additional District Mission Director,

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District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Cooch Behar, West Bengal

No. DRDC/COB/500

Date: - 09.09.2020

NOTICE

Applications are hereby invited from retired employees of Government/Statutory Body/Parastatals/Autonomous bodies under Government of West Bengal, having adequate knowledge of Accounting system for purely contractual engagement of two (2) Resource Person (Accounts) under the jurisdiction of the District Management Unit (DMMU), NRLM, Anandadhara, Cooch Behar.

1. **Name of the Post :- Resource Person (Accounts)**
2. **Nos. of Vacancy :- 02 (Two);**
3. **Roles and Responsibilities: -**
 - a) Maintain proper books of Accounts and consolidating accounts
 - b) Maintain all accounts at district level
 - c) Prepare interim unaudited financial returns(statements)
 - d) Maintain Accounting and Financial Procedures at DMMU
 - e) Maintain records of funds disbursed to the community from different accounting centres
 - f) Prepare stock statement and update Fixed Assets Register after proper physical verification at periodic interval
 - g) Assist external and internal audit team(s) in audit related matters
 - h) Analyse monthly advances and ensure its proper accounting
 - i) Reconcile Payments with expenditures to ensure proper accounting
 - j) Analyse statutory payments-deductions and remittances such as Income Tax, GST, Professional Tax, EPF etc., to ensure that legal and statutory deductions and remittances are made in time regularly.
 - k) Checking, verification and payment of various types of Bills under different schemes.
4. **Eligibility Criteria of the Candidates/Applicants :-**
 - ✓ Applicant must be a retired employee from Government/Statutory Body/Zilla Parishad/Parastatals/ Autonomous bodies under Government of West Bengal.
 - ✓ The candidate must have adequate knowledge of accounting system and shall have experience for working in Accounts section of a Government/Statutory Body/ Parastatals/ Autonomous bodies.
 - ✓ The candidate must have basic knowledge of computer for online and offline work (Computer Skills: MS Word, MS Excel, and use of internet).
 - ✓ The candidate must be physically fit and mentally sound.
 - ✓ NOC of the Head of Office for appearing in the Interview shall be submitted by the candidate if he/she is already working in any other establishment.

(P.T.O.)

