

NABVENTURES LTD.

Registered Office: Plot No. C-24, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051
CIN: U74999MH2018GOI308427

Recruitment of Accounts Officer

NABARD is an apex development financial institution in India. The Bank has been entrusted with matters concerning policy, planning and operations in the field of credit for agriculture and other economic activities in rural areas in India.

NABVENTURES Limited is a 100% subsidiary of National Bank for Agriculture and Rural Development (NABARD). NABVENTURES is the alternative investments arm of NABARD. The Company has received AIF license from SEBI and has launched its first Alternative Investment Fund to support early-to-mid stage companies in agriculture, food, waste management, rural development etc.

Applications for the post of Accounts Officer on Contract basis is invited, as per details given below:

A. JOB PROFILE

The primary duties and responsibilities of the Accounts Officer shall be as follows:

- i. Maintaining books of accounts
- ii. Finalization of accounts and preparing Balance Sheet in compliance with the requirement of Companies Act.2013.
- iii. Determining appropriate TDS rates after analyzing the transactions under Income Tax Act 1961.
- iv. Preparation and timely filing of various Tax Returns like TDS Returns/ GST Returns/Professional Tax Returns of the company;
- v. Coordinating and managing statutory audits and timely filing of tax returns
- vi. Coordination with statutory auditors.
- vii. Salary/Reimbursement/Other Payment Processing & their Accounting and making necessary entry in Tally-Software;
- viii. Any other administrative and other work, if any, assigned by the Company from time to time.

B. ELIGIBILITY CRITERIA

a. Educational Qualifications:

Inter CA (Preferred) /M.com with relevant experience in accounts

b. Experience: Minimum 3 years of experience in the relevant area (For Inter CA, 3 years of articleship experience will be acceptable).

c. Maximum age limit is 30 years at the time of submission of application.

C. OTHER CRITERIA

- i. Proficiency in using tools such as MS Office and other computer related functions for day-to-day functioning.
- ii. Proficiency in Tally-Software

D. REMUNERATION :

Candidate will be paid fixed consolidated remuneration of Rs.25,000-Rs.45,000 per month depends upon the qualification, experience and existing salary level of the candidates. The

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amount will be inclusive of all statutory deductions that the Company may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions.

E. OTHER FACILITIES:

- i. A total yearly leave of 15 days will be available.
- ii. The Staff on Contract shall not be entitled to any superannuation benefits viz. Provident Fund, Pension, Gratuity, etc.

F. CONTRACT PERIOD:

- i. Accounts Officer, will be appointed on contract basis initially for a period of one year which may be extended for another 2 Years based on the performance.
- ii. The appointment shall be subject to review on yearly basis. The Company may terminate the contract of service if the performance is found unsatisfactory during the period of Contract.
- iii. Termination of Contract will be by giving One Month Notice by either side or payment by the candidate in lieu of notice period of One Month.

G. HOW TO APPLY

- i. Interested candidates may send their CV along with application in the prescribed format by mail to **nabventure@nabard.org/** or by registered post in a cover superscribed "Application for the post of Accounts Officer of NABVENTURES Ltd." addressed to –

CEO, NABVENTURES Ltd,
Plot No. C-24, G Block,
Bandra Kurla Complex, Bandra East,
Mumbai- 400051.

- ii. Last date for receipt of applications: upto 17.30 hours on August 2, 2019

H. GENERAL INFORMATION:

- i. Applicants will be shortlisted based on the eligibility criteria indicated above. Shortlisted candidates will be called for the interview and cost for attending interview will have to be borne by the candidate only.
- ii. Self-attested copies of educational qualifications and experience certificates may be compulsorily submitted at the time of the interview. Original documents would be required for the verification.
- iii. The Company reserves the right to call only the requisite number of candidates for the interview after preliminary screening/shortlisting with reference to candidate's qualification, suitability, and experience etc. Mere satisfying the eligibly criteria does not entitle a candidate to be called for the interview.
- iv. Applications received after the due date and time shall not be entertained and will be summarily rejected.
- v. The Company reserves the right to cancel the recruitment for the captioned posts without assigning any reason thereof.
- vi. The candidate shall have no right to claim regular employment in the Organisation.

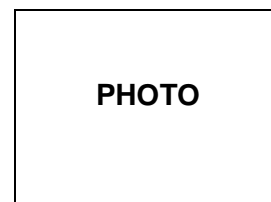
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APPLICATION FORM

APPLICATION FOR THE POST OF ACCOUNTS OFFICER



- 1. Name of the Candidate: :
- 2. Father's Name :
- 3. Date of birth :
- 4. Full postal address for communication :
- 5. Mobile No. :
- 6. Email Id :
- 7. Sex :
- 8. Caste :
- 9. Educational qualification :

Sr. No.	Details of Qualification	Year passing	Name of the Board/University /Institute	Percentage of Marks obtained
1.				
2.				
3.				

- 10. Work Experience :

Sr. No	Name & address of Organizations worked	Designation	Period of employment		Total years & months of experience	Brief description of job
			From	To		
1.						
2.						

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11. Current Salary :

12. Expected Salary :

13. Notice period required for Current Employment :

I hereby declare and certify that the above information is true and correct to the best of my knowledge. If any information furnished by me is found to be incorrect /false, my application is liable to be rejected/my services are liable to be terminated at any stage, if recruited.

Place:

Date :

Signature of the candidate