

### Qualification, Experience & scope of work

Sl. No.	Manpower Requirement	No. of Manpower Required	Minimum Qualification	Desired Qualifications / Skills	Minimum Experience	Maximum Consolidated Remuneration per month
1.	Consultant (Skill Development)	02	Engineering Graduation with Post Graduation in Engineering / Technology	B.E. / B.Tech. in Mechanical / Polymer / Plastics / Chemical and appropriate Engineering	3 Years in Skill Development Training related areas	Rs.70,000/-
2.	Analyst (Skill Development)	03	Bachelor's degree in engineering or a master's in business administration	<ul style="list-style-type: none"> <li>• In-depth understanding of government programs in the social/development sector.</li> <li>• Strong writing, communication, and presentation skills.</li> <li>• Strong analytical skills and data driven thinking for evaluation and monitoring of projects.</li> <li>• Proficient in MS Office and advanced data analytics.</li> <li>• Ability to work independently and to prioritize multiple demands.</li> <li>• Ability to manage extensive travel and stakeholder relationships.</li> </ul> Sensitivity to confidential matters, ability to	3 Years of experience with understanding of administrative functioning of Government schemes and policies related to Skill Training	Rs.50,000/-

				maintain and respect confidentiality.		
3.	Qualified/ Semi Qualified Chartered Accountant / CMA	02	Professionally qualified CA/CMA with 1 year of post qualification experience / Semi qualified CA/CMA with 5 years of post-qualification experience.	<ul style="list-style-type: none"> <li>• Area of expertise includes Accounts receivable and Payable Management, Finalization of Books of Accounts along with preparation of consolidated financial statement, TDS/TCS Management, Management of Funds, review of reports, Internal and Statutory Audit, Payroll Management.</li> <li>• Required skill sets like Tally Prime, MS-Work, Excel, and PowerPoint and presentation skills.</li> <li>• Good to have operational knowledge of Microsoft Power BI/Tableau and Macros.</li> </ul>	Qualified CA/CMA with 1 year of experience or Semi Qualified CA/CMA having 5 years	Rs.35,000/- to 70,000/- monthly depending upon the qualification, experience and performance in the interview on fixed term contract renewable on a yearly basis for a maximum term of 3 years.

**Scope of work:** Qualified/ Semi Qualified Chartered Accountant / CMA

Finance Activities:

- Grant-in-Aid fund management, follow up for periodic release of fund and updation of Fund utilization status.
- Management of Depreciation Fund
- Management of Corpus Fund
- Management of Fixed deposits and timely renewal
- Handling and replying Centre queries
- Retirement dues
- Transfer of funds to centers relating to skill development activities

Accounts Activities:

- Daily Finance Report
- Monthly Income & Expenditure Statement, Sundry Debtors & MPR
- Monthly Budget Income and Expenditure vs Actual statement
- Submission of BERE for the year
- Preparation and submission of GeM monthly reports

Statutory Activities:

- Monthly TDS payments and Quarterly filing of TDS return
- GST return filings
- Generation of Form 16 for all CIPET employees

PFMS Activities:

- Disbursement of fund to CIPET centres through TSA

Audit Activities:

- Statutory Audit
- CCA Audit
- CAG
- Internal Audit appointment process and conduct of audit at various centres

Other Activities:

- Preparation of Agendas & minutes for various Meetings
- Follow-up with centres for query raised and getting reply w.r.t. Purchase note for repayment of centre dues
- Quarterly Hindi Report
- Salary processing

Day to Day Activities:

- Payment processing for CIPET Head Office
- Fund Transfer
- Ministry correspondence
- Centre correspondence
- Budget allocation in SNA and other banking activities

Trust Activities:

- Consolidation of recoveries received from Centres and transfer to respective PF and Pension trust
- Monthly NPS recoveries and depositing into NSDL
- PF settlement for retirees
- Process of PF refundable and non-refundable loan to members
- Gratuity settlement to retirees
- Pension process viz Competent Authority approval, Quote, Committee Note and submission of documents to fund manager for purchase of annuity
- Management of Pension Fund, timely transfer of fund, preparing projection statement regarding fund viability
- Settlement of GSLI to members
- Collection of provision dues and transferring to respective funds
- Accounting of transaction for PF / Gratuity / Pension Trust
- Audit Finalization of PF / Gratuity / Pension Trust
- Tax return filing of PF / Gratuity / Pension Trust