

**NEW DELHI MUNICIPAL COUNCIL SMART CITY LIMITED  
PALIKA KENDRA, NDMC, SANSAD MARG, NEW DELHI – 110001**

No.NDMCSCL/DGM(F&A)/274/2020

Dated: 13.05.2020

**EMPLOYMENT NOTICE**

1. NDMCSCL invites applications to engage the suitable persons for the following posts on purely temporary and full time contractual basis initially for a period of one year, which shall be extended from year to year basis after proper evaluation of their performance and desired output.

2. **Schedule of events:**

Opening date of Applications : 15.05.2020  
Last Date for Applications : 25.05.2020  
Date of Interview : **Shortlisted candidates shall be called for interview on a date and time to be notified separately on their e-mail ID**

3. **Eligibility Criteria / Job Profile:**

S.No.	Name of the post	No. Of post	Conditions
1	Chartered Accountant	1	<b>Roles and Responsibilities of Chartered Accountant:</b> i. Work experience in Tally (ERP-9, Busy-7)/Employees' taxation/TDS, Banking/ Company accounts/ fixed assets management/ GST implementation/ payments through electronic mode, book keeping and updating records daily/ periodically and employees salary administration/payments of claims/ statutory deductions from salary etc.  ii. Should work in close coordination with the Chief finance officer, DGM(F&A) and Company Secretary.  iii. Support and facilitate the work of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in

			<p>accordance with applicable accounting standards.</p> <p>iv. Compliance with schedule VI requirements of Companies Act, 2013.</p> <p>v. Support in ROC compliances of the Company.</p> <p>vi. Filing of IT return, present before Income Tax Authorities.</p> <p>vii. Evolving internal policies for the Company as may be recommended by the Board of Directors.</p> <p>viii. Ensuring proper compliance of the applicable laws to the company with respect to Income tax, TDS and GST.</p> <p>ix. Drafting/Filing of various petitions under Income Tax, GST etc.</p> <p>x. Preparation of financial statements.</p> <p>xi. Cash and bank management.</p> <p>xii. Any other work as may be delegated by the officers of Company or management and Board of Directors etc.</p>
			<p><b>Age as on 31.03.2020:</b> Age of candidates should not exceed 35 years as on 31.03.2020</p>
			<p><b>Essential Qualification:</b> Member of ICAI</p>
			<p><b>Experience:</b> Not less than 2 years of post-qualification experience in managerial capacity in an equivalent or similar position in a reputed organization in a similar pay package. Candidates having experience in a reputed firm will be preferred.</p>
			<p><b>Consolidated pay per month (all inclusive)</b> 45,000/ per month</p>
			<p><b>Tenure of employment:</b> Initially for a period of one year and will be considered for extension based on performance.</p>

### **Selection Process:**

- A. Selection will be based on shortlisting and personal interview.
- B. Adequate number of candidates as decided by the NDMCSCL will be shortlisted based on their eligibility and overall suitability for interview.

### **Miscellaneous:**

The engagement will be subject to satisfactory completion of all pre-engagement formalities including Reference checks and verification of testimonials etc. as prescribed.

### **General conditions for all the above posts:**

- i. The place of posting is at New Delhi.
- ii. The prescribed qualification/experience indicated is bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received is large, it may not be convenient or possible for the company to interview all applicants. The company will scrutinize, restrict the number of applicants and shortlist the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum as prescribed above. The decision of the Company will be final and binding. The Company reserves its rights to accept or reject any application, without assigning reasons there for.
- iii. Applications received after the due date, unsigned applications, applications not filled correctly and applications incomplete in any respect, will not be considered.
- iv. At any stage, if misrepresentation of facts is found, the candidate will be summarily rejected or the employment shall be terminated.

### **How to apply:**

- a. Log on to the NDMC Smart City's website "[www.smartcity.ndmc.gov.in](http://www.smartcity.ndmc.gov.in)" and [www.ndmc.gov.in](http://www.ndmc.gov.in) .
- b. Read the notification carefully and if found eligible to apply, then download the required Application Form.

- c. Duly filled application in prescribed format along-with self attested copy of the proof of age, qualification and experience should be submitted to the **Deputy General Manager (Finance & Accounts), 3<sup>rd</sup> Floor, NDMC Zonal Centre, Fire Brigade Lane, Near Barakhamba Police Station, New Delhi 110001** or through e-mail Id **ceo.scl@ndmc.gov.in** before **25.05.2020**.
- d. Original qualification certificate and proof of previous employment have to be produced during the time of Interview.
- e. Incomplete Applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Company.
- f. The shortlisted Candidates will be intimated about the date of interview.
- g. On behalf of NDMCSCL, the department reserves the right to cancel/postpone the engagement wholly or partially if so required. No claim will be admissible in case of such cancellation /postponement.



**Dy. General Manager  
Finance & Accounts  
NDMCSCL**

**NEW DELHI MUNICIPAL COUNCIL SMART CITY LIMITED**  
**APPLICATION FOR THE POST OF \_\_\_\_\_**

**(Ref. Vacany Notice No. NDMCSCL/DGM(F&A)/274/2020)**

**A. Personal Details :**

1.	Applicant's Name		Affix your latest passport size photograph, duly self-attested
2.	Father's/Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
	Age as on 31.03.2020	.....Yrs.....Months..... ..Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/PWD)		
6.	Organization / Department		
7.	Present Designation		
8.	Present Pay-Scale and Basic Pay		
	Period of holding the present grade	.....Years .....Months ..... Days	
9.	Correspondence Address		
10.	Contact No. (with STD code)	Phone .....	
		Mobile .....	
11.	E-mail ID		
12.	Aadhaar No.		

**B. Education Details:**

S.No.	Qualification	Name of Board/ Institute/University	Year of Passing	Division/Grade/ Percentage

**C. Experience Details :**

S.No.	Period		Designation	Organization	Responsibilities in brief
	From	To			

(Attach separate sheet, if required)

- Total work experience in the relevant field \_\_\_\_\_ Years.

**D. Other Details**

1.	Whether any punishment awarded in last 10 years	Yes/No
	If yes, please furnish details	
2.	Whether any disciplinary action/inquiry is contemplated against the applicant	Yes/No.
	If yes, please furnish detail	
3.	Time required for joining, if selected	

**E. Supporting Documents Enclosed:**

S.No.	Supporting Documents	Attached (Yes/NO)	Remarks (if any)
1.	Age proof (Matriculation Certificate/Mark-sheet		
2.	Qualification Certificate & Mark-sheet		
3.	Experience Certificate/s		
4.	Latest salary slip & bank statement showing entry		

**F. Confirmation:** I do hereby confirm that I am fulfilling the following criteria:

S.No.	Criteria	Fulfilling (Yes/NO)	Remarks (if any)
1.	Age as on 31.03.2020		
2.	Qualification		
3.	Presently working with Govt. Org./PSU/CA Firm/Private Sector Company		
4.	Working in the required grade/Pay-scale/Pay-package		
5.	Experience is adequate (in total number of years)		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

(Signature of the Candidate)

Place:

Name \_\_\_\_\_