

Software Technology Parks of India

(An Autonomous Society under Ministry of Electronics & IT, Govt. of India)

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)

Office Block-1, 1st floor, East Kidwai Nagar, New Delhi-110023

No. 3/4(22)/2022-23/STPINEXT

Employment Notice

The Company AIC STPINEXT INITIATIVES (A Section 8 company incorporated by STPI) invites online applications from the eligible candidates for the position of Assistant Manager (Finance) for its' New Delhi office. The vacancy is proposed to be filled-up purely on contract basis.

For detailed information and to submit online applications for the aforementioned position, interested applicants may visit the website of the company www.stpinext.in or www.stpi.in. Last date for submission of application is **15** days from the date of publication of this notice.

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Employment Notice No. 3/4(22)/2022-23/STPINEXT

Job Title	Assistant Manager (Finance)
Location	New Delhi
Nature of appointment	Contract for a period of 3 years or co-terminus with CoE, whichever is earlier
No. of Post	01 (One)
Age Limit	Below 35 years (Age relaxation may, however, be considered to the deserving candidates)

Last date of receipt of applications: Within 15 days of publication of advertisement.

Eligibility Criteria-

(a) Educational and other qualifications-

- **Essential:**
M.Com/PGDBM/PGDM/PGDBA in finance
- **Desirable:**
Chartered Accountant

(b) Work Experience-

8+ years of work experience in finance and accounts, coordination and consolidation.

Nature of Appointment: The vacancy is proposed to be filled-up purely on contract basis for a period of three years. The appointment shall come to end on the expiry of the contract period.

Key Skills:

- Knowledge of TDS, GST and other statutory provisions
 - Knowledge of Tally (Latest Version), MS office, and other productivity tools.
 - Knowledge of preparation of Final Accounts as per Companies Act.
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Job Description-

The duties & responsibilities of selected candidate shall include:

- Maintaining books of accounts of the Company for different Centre of Entrepreneurship (CoE) projects as per the requirements of Accounting Standards of ICAI and Company Act, 2013.
- Preparation of Annual Accounts of the Company.
- Reconciliation & payment of TDS & GST, filing of returns on periodic basis, issuing Form 16 & 16A to the party concerned.
- Investment of surplus funds of the Company.
- Preparing Bank Reconciliation Statement on monthly basis.
- Submission of Utilization Certificate to NITI Aayog & recording of transactions at PFMS.
- Preparation of monthly salary, PF Challan and computation of income tax of employees.
- Processing of Reimbursement to staff.
- Monthly reconciliation of statement of accounts with different CoE centres.
- Processing and releasing all vendor payments and raising of invoices to customers.
- Assisting in preparation of agenda for Board Meetings and Annual General Meetings of the Company.
- Assisting the Statutory Auditor for conducting the audit of Company.
- Assisting the Auditor of NITI Aayog for conducting the audit of AIC project.
- Performing other related works as per Companies Act, PF Act etc.

Compensation: Upto Rs. 60,000 per month (Higher remuneration may, however, be considered as per industry standards permissible for deserving candidates).

How to apply:

Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.stpinext.in or www.stpi.in

Selection process:

- (i) Applications received by the last date will be first screened by a duly constituted '**Screening Committee**'. The candidates meeting the educational & other qualifications and experience, as advertised, may be screened-in by the Committee.
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- (ii) The 'screened-in'/shortlisted candidates will be called for personal interview before the duly constituted '**Selection Committee**' on the scheduled date & time.
- (iii) Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

Other general terms & conditions:

- (i) Candidates, employed under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are required to submit 'No Objection Certificate' from their employer at the time of interview.
 - (ii) Canvassing in any form will be treated as disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
 - (iii) Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
 - (iv) Mere submission of application does not entitle candidates to be called for test and/or interview.
 - (v) The Company reserve the right to cancel the advertised position without assigning any reason thereof.
 - (vi) If any candidate is found ineligible on any ground post his/her appointment in the company, his/her services will be liable to be terminated.
 - (vii) Submission of any false/misleading information, defective or fabricated document etc. by the candidate in the application form would not only lead for rejection of application of the candidate but other legal action, as deem appropriate, may also be taken by the Company against such candidate.
 - (viii) Age shall be reckoned as on the last date of receipt of the applications.
 - (ix) Any litigation will be subject to the jurisdiction of Delhi courts.
 - (x) No TA/DA will be given for appearing interview.
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