

Eligibility Criteria for the post of Accounts Assistant cum Tally Operator

Last Date of submission of Application 13th June 2023 at 5:00 PM

Post	Eligibility/Educational Qualification	Experience	Max age as on 30-04-2023	Consolidated remuneration
Accounts Assistant cum Tally Operator	# Graduate or Equivalent. Preferable (B.com) # Certificate in Tally Software.	03 Experience in maintaining Books of Accounts, Operating Tally, drafting Letters and File Management in any organisation. Experience of working any Govt/PSU/Smart City is preferable.	40 years	Rs. 23,000.00 Fixed

Job description and responsibilities

- Ensure maintenance of books of accounts of the company in Tally Prime software (Edit Log) on daily basis.
- Maintenance of accounts related files, registers, vouchers and other related documents as required by the management.
- Preparation of Note sheets and processing of payment files.
- Preparation of Reconciliation Statements, Expenses sheet, etc.
- Preparation of Utilization Certificates.
- Knowledge of Public Financial Management System (PFMS).
- Preparation of data for filling various returns under GST Act, Income Tax Act and Companies Act.
- Punctual and discipline with flexibility to work overtime as per requirement of work.
- Any other duties as assigned by the higher management from time to time.

The above appointment, on temporary/contract basis, shall be for initial period of 1 (one) year with a provision of renewal based on the performance.

Mode of selection: Short listed candidates shall be called for interview at company office at Moradabad, the date of the interview will be informed to the short-listed candidates by post / fax / e-mail. Person employed with Government/PSUs shall apply through proper channel and shall produce a 'No Objection Certificate' from their employers at the time of interview. The Moradabad Smart City Limited reserves the right to shortlist candidates for interview. No correspondence in this connection shall be entertained.

Moradabad Smart City Limited

APPLICATION FORM

Affix self
attested latest
passport size
photograph

1- Name of post applied for :

2- Name of the applicant (In full) :

(i) Hindi

(ii) In English (Capital letter)

3- Father's name (In full) :

(i) In Hindi

(ii) In English (Capital letter)

4- (i) Date of Birth : Day Month Year

(ii) Age as on 30-04-2023: Day Month Year

5- Gender : Male ☐ Female ☐

6- Marital Status : Married ☐ Unmarried ☐ Other ☐

7- Spouse's name (In full) if married :

(iii) In Hindi

(iv) In English (Capital letter)

8- Nationality :

9- (i) Address for Communication :

..... Pin code

(ii) Permanent Address :

..... Pin code

(iii) email :

(iv) Phone/Mobile : (1) (2)

10- Academic qualification:

S/n. No.	Name of Exam passed	Name of Institution/Examining Body	Year of passing	Marks details		Percentage (xx.xx%)
				Max marks	Marks obtained	
1-	High School (Class 10 th)					
2-	Intermediate (Class 12 th)					
3-	Graduation					
4-	Post Graduation					
5-	Others					

11- Details of Experience :

S/n. No.	Name of Organization	Post Held	Period		Nature of work experience
			From	To	
1-					

12- Any other details :

.....

Declaration

I son/daughter/wife of hereby declare and solemnly affirm that I have fully understood all the eligibility clause provided in the advertisement and accordingly all the particulars stated in the application form are true to the best of my knowledge and belief. I will submit the required documents/certificate of eligibility in original, on demand to the SPV/Company. If at any stage of selection, the information submitted by me is found false/fake/misinterpreted/incorrect or myself does not satisfy the eligibility criteria for the post applied, the company will have a right to cancel my candidature/selection and if the same comes to the notice, even after my appointment, my service may be terminated, in addition to any legal action as deemed fit by Company, I will not claim my refund of fee or compensation or any sort of damages. I have further understood and agree that the, if appointed, it would be on temporary/contract basis for initial period of 1 (one) year with a provision on renewal based on the performance.

Signature of Candidate

Place :

Date :

Eligible and willing candidate who fulfill the above mentioned eligibility criteria may apply along with their particulars in the following format to Moradabad Smart City Limited, Jal kal Compound, Pilikothi, Moradabad 244001 by 5 pm till 13-06-2023 positively by email on moradabadsmartcitylimited@gmail.com .

Note : 1- Attach self attested copy of each certificate in support of age, education & experience details.

2- Separate sheet can be attached with the application where required.

3- Also attach CV along with the application.