

Recruitment of Finance and Accounts Officer (FAO) in ATEPFO

Online applications are invited from eligible Chartered Accountants (CA) for the recruitment of Finance and Accounts Officer in the office of the Assam Tea Employees Provident Fund Organization (ATEPFO). The appointment will be purely on contractual basis in the rank of Deputy P.F. Commissioner.

No. of Post: 1 (one).

Eligibility Criteria:

- Must be an ACA/FCA from the Institute of Chartered Accountants of India (ICAI).
- Must possess a minimum work experience of 05 (Five) years as a Chartered Accountant.
- Must not be above 45 (Forty Five) years of age as on 01-07-2023.

Salary:

- Salary per month: Rs. 1.2 Lakhs to Rs. 1.5 Lakhs (Negotiable)

Place of Posting:

- The posting will be in the Head Office of ATEPFO located at Nidhi Bhawan, Lalmati, NH-37, Guwahati.

Duties and Responsibilities:

- To prepare the Final Accounts complying all accounting norms. The FAO shall be responsible for preparation of the Financial Reports like the Trial Balance, Balance Sheet, Administrative Account, Income & Expenditure Account, Interest Distribution Account, Records of Accounts Receivable & Accounts Payable, Receipt & Payment Account, Cash Flow Statement, Bank Reconciliation Statements and other such reports that are required to be maintained under the Indian Audit and Accounting Standards (IA&AS) and Generally Accepted Accounting Principles (GAAP) prevalent in India.
- The FAO shall exercise general supervision over the entire accounts of ATEPFO.
- To prepare the Departmental Annual Budget and to exercise effective control over expenditure.
- To maintain liaison with all types of Audit in ATEPFO and to conduct Quarterly Internal Audit in all the Offices and Tea Gardens/Factories within the control of ATEPFO. The FAO shall conduct verification of online payments at Garden level and other works as and when assigned.
- The FAO shall oversee that all financial rules are being followed and also point out to the Authority of any un-authorized expenditure or financial irregularities.
- The FAO shall be responsible for all the Taxation matters and statutory compliances of ATEPFO including Income Tax, GST, TDS etc.

- The FAO shall possess strong accounting and analytical skills and shall have the expertise in handling all types of accounting software like TALLY.

General Information:

- Interested Chartered Accountants meeting the eligibility criteria may submit their Online Application by clicking the link given below.
- Incomplete Applications are subject to rejection. No hard copy/physical application form will be accepted.
- The candidates before applying for the post should ensure that they fulfil all the eligibility conditions. Their admission at the stages of selection in which they are admitted by ATEPFO will be purely provisional and under scrutiny, subject to their satisfying the prescribed eligibility conditions. If on verification at any time or any stage before or after the Screening, Shortlisting or Personal Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature for the post will be cancelled by ATEPFO.
- Shortlisted Candidates will be intimated over email and phone w.r.t. date and venue of Personal Interview.
- Shortlisted Candidates will have to carry **all testimonials (original and photocopy) in support of their educational qualifications, Age along with Experience Certificate (s) and a copy of recent passport size photograph** while appearing for the Personal Interview.
- The candidates shall have to produce identity proof like- **Driving License, Passport, Voter ID card, Aadhar Card** at the time of Personal Interview.
- Shortlisted Candidates will have to appear the Personal Interview at their own cost and No TA/DA will be paid for the same.
- Being shortlisted and called for Personal Interview will not summarily make the candidate eligible for the post of FAO at ATEPFO. The testimonial records and performance at the Personal Interview conducted by a panel of experts will contribute to the selection and appointment process.
- Canvassing in any form for favour of recruitment to the post of FAO will lead to disqualification of candidature.
- The Selection Committee of ATEPFO shall examine the credentials of all candidates and shortlist candidates to be called for Personal Interview. The decisions of the Selection Committee w.r.t. shortlisting of candidates and recommend appointment of the most eligible candidate to the competent authority for approval would be considered to be final.

- Any legal disputes or disagreements w.r.t. the selection and appointment process for the post of FAO is subject to the jurisdiction of Gauhati High Court.
- The duration for online application will be from – **7th July 2023 to 28th July 2023.**
- To apply click : <https://forms.gle/LKSrEXXLGPnotcCFA>
