

CLINICAL DEVELOPMENT SERVICES AGENCY

Ministry of Science & Technology, Govt. of India
3rd Floor, THSTI Building, 3rd Milestone, Gurgaon-Faridabad Expressway,
Faridabad – 121001
(An extra mural unit of THSTI, Department of Biotechnology)

Recruitment Notice No. CDS/RN/04/2019

CDSA invites applications from high performing professionals with a desire to serve public health needs of the country for the below mentioned administrative position.

Name of the post	Accounts Associate [Core Position]
Emoluments /Duration	(up to Rs. 40,000/- per month consolidated) for a period of one year and likely to be continued.
Age	Age Limit: 30 years
Location	Faridabad (Haryana)
Essential Function & Job profile	Essential Function: <ul style="list-style-type: none">• Preparation and Maintenance of all types of vouchers and cheque for payment in Tally ERP 9 as per the approvals given by the competent authority.• Customisation of Groups, Ledgers, Cost Categories and Cost centers in Tally ERP as per the requirement of transactions• Cash operations including advances, expenses• Preparation and processing of Payroll and Disbursement of salary in Tally – ERP9• Deduction of TDS and service tax from vendors and clients as per applicable law and ensuring timely deposit of TDS in different accounts on monthly basis• Issue of TDS Certificates on quarterly basis to Contractors and Consultants• Maintaining voucher files challan, cash book, ledger book, voucher file, rent and services charges file, office contingency, Training, Bank Transactions & Correspondence file• Preparation of monthly Bank Reconciliation statements• Correspondence with banks for disbursements of salary, vendors, staff and other payments• Maintaining Accounts records and registers, preparation of monthly accounts and balance sheet• Make available all Account records and coordinate with external Auditor during audit.• Prepare Fund utilization statements and Statement of Expenditure to be submitted to different stake holders and DBT• Preparation and assistance to different technical departments in preparation of budget and other account statements as desired• Other tasks assigned by Finance Manager or any other senior person in the organization• Support technical teams in financial management

Qualifications and Experience	<ul style="list-style-type: none"> • Graduate in commerce, PG Diploma in Finance or M. Com or CA Inter • 3 years' experience of Accounts and Book keeping in latest version of Tally ERP9. • Submission of statutory returns of Income tax and GST • Experience in preparation of day to day accounts to Finalization of Accounts
Skills & Desirable	<p>Skills:</p> <ul style="list-style-type: none"> • Good knowledge of Microsoft Office suite especially in MS Excel • Good knowledge of the latest version of Tally ERP • Good knowledge of written and spoken English. • Working knowledge of administration and procurement procedures. • Good communication and Interpersonal skills <p>Desirables:</p> <ul style="list-style-type: none"> • Experience of working in big size organizations or Government and semi Government sector preferably in organizations registered under societies Act 1860 • Knowledge of procurement practices

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The age limit, qualification, experience and other requirements for the posts can be relaxed at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. Number of positions filled will be as per the Institute's need and availability of the suitable candidates.
6. The competent Authority reserves the right to relax the qualifications and age in case of deserving candidates.
7. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification. Only shortlisted candidates will be contacted for further discussion.
8. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
9. Interested candidates may please send their current CV with a recent photo. and three references by e-mail with subject line Application for the post of "**Accounts Associate**" to **cdsa_admin@thsti.res.in**. **Applications will be accepted up to 28th February 2019.** Emails received without this subject or incomplete applications, will stand be summarily rejected without assigning any reason.
10. All results will be published on our website and all future communications will be only through email.
11. This position will be placed in CDSA Faridabad office located at NCR Biotech Science Cluster at Faridabad Gurgaon-Expressway, Faridabad.
12. Canvassing in any form will be a disqualification.
13. Interested candidates are requested to submit the online application on or before the last date and send the signed hard copy on or before the specified date.
14. Those who have applied earlier need not apply again.

Applications will be accepted up to 28 th February 2019.

Note: In case a suitable candidate is not found, the call for application will remain open till suitable candidate is found. As soon as suitable candidate is found, this recruitment notice will be closed on our website.