

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110 014

Website: www.hindprefab.org

Ph. No. 011-43149800-899 / Fax: 011-26340365



Contract Employment Notice No. 01/2018

Hindustan Prefab Limited (HPL), a Central Public Sector Enterprise, presently engaged in the field of Construction both with Conventional and Prefab Technology with its Corporate Office at New Delhi and having offices all over India is looking for dynamic and result oriented professional for the posts of Accountant on contract basis for its Head Office, initially for a period of one year extendable by mutual consent. The requisite qualification and experience is given below:

Post	Qualification	Essential Post Qualification Experience	Consolidated Salary (Rs.)	Job Requirement
Accountants (3 Nos.) {2- UR 1- OBC}	1. <u>Essential</u> B. Com 2. <u>Desirable</u> CA/ICWA (Intermediate)/ MBA or Equivalent with specialization in finance	3 Years experience in Accounts, Income Tax, Sales Tax, GST etc in Organization of repute.	17, 604/- p.m.	Scrutiny of accounts, preparation of fixed asset register and various reports for auditors, tax provision, matching of tax credit the 26 AS, tax audit for various details as per form 3CD, reconciliation and preparation of tax details with books of accounts and chalan, reconciliation of ESI & PF details, preparation of details for the valuation of gratuity and leave, compilation of the various details for Balance Sheet, coordination with the Internal Auditor , Statutory Auditor and C & AG Auditor and also preparing reply of the queries.

General:

1. Upper age limit as on 09.03.2018 is **35 Years**.
2. Employees in regular employment in Central/State Govt. /Autonomous bodies and Central/State Public Sector Enterprises possessing required qualification and experience if apply and are selected, will have to resign before joining contractual appointment in the Company.
3. Candidates working in Government, Semi-Government Organization/Public Sector Undertaking and autonomous Bodies should apply through proper channel or furnish "No Objection Certificate" at the time of the interview.
4. There will not be any protection of pay/emoluments at the time of joining HPL.
5. No increment will be granted during the currency of the initial contract period of one year. However, it can be considered at the discretion of the competent authority in case the initial period of one year is extended further.

6. Besides consolidated salary, the selected candidates shall also be eligible for the benefits like EPF contribution, medical reimbursement/facility under ESIC etc. as per rules of the Company applicable for contractual employees;
7. Mere fulfilling the minimum requirement/qualification will not vest any right on the candidates to be called for interview;
8. Applications incomplete in any respect shall be liable for summarily rejection;
9. HPL reserves the right to reject any candidate without assigning any reason;
10. HPL will not be responsible for non-receipt/late receipt of any communication due to postal or any other reason;
11. Canvassing in any form will be a disqualification;
12. Reservation for SC/ST/OBC/PH/XSM etc. including relaxation in age is applicable as per rules.
13. The internal candidates (Regular/Contract) will be given age relaxation of 5 years.
14. The applicant may please note that Government has given in principle approval of 100 % stake sale of the Organization.

Intending eligible Candidates should send their applications in the attached format indicating name, address, qualification, experience, age along with copies of certificate so as to reach the **P&A Deptt., Hindustan Prefab Limited, Jangpura, New Delhi-110014** on or before **04th April, 2018**.

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