

JOB DESCRIPTION

Name of Post	Accountant (Contractual)
Job Description	<p>The Accountant shall be responsible for:</p> <ol style="list-style-type: none">1. Managing Accounts, Finance & Commercial functions of the Company, including taxation matters, under the supervision of Chief Finance Officer, PCSCL.2. Managing Vouchers, cash inflows/outflows of PCSCL.3. Assist in the preparation of financial reports such as financial statements and budget performance.4. Identify areas for improvement and implement improvements to processes.5. Carrying out various taxation processes. (i.e. IT returns, GST/TDS returns) etc.6. Monitor changes in GST Law, rules & regulations assess their impact on the company's' operations.7. Tally entries of vouchers Preparation of Annual Accounts, Cheque & Vouchers.8. Maintenance of Petty Cash Book.9. Maintenance of Statutory Books of Accounts as per Income Tax & Other Law as applicable.10. Coordination with Statutory Auditor/Internal Auditor/ Secretarial Auditor.11. Coordination with Banks, Government department, Financial Institutions and Others Stake Holders.12. Rising with Bank and Financial Institutions (FIS) and preparation of financial proposal for vising working capital finance as well as team lending.13. Assist to CFO in respect to preparation of various reports, project planning, and Business proposal.14. Input Tax Credit Management.15. Must have Knowledge of Filing GST returns.16. Manage PFMS.17. Scrutiny of contractor Bills.18. Any other work given by CFO for relevant matters as required from time to time.19. To work under overall guidance and directions of the Company Secretary & CFO, PCSCL.

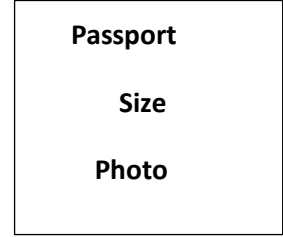
Qualifications	<ol style="list-style-type: none"> 1. Bachelor's degree in Commerce Fresher and Chartered Accountant with a valid Membership from the Institute of Chartered Accountants of India (ICAI) 2. Minimum 0-2 years accounting and Financial experience. 3. Excellent in MS Office skills, Tally Internet & Excellent
Documents to be submitted:	<ol style="list-style-type: none"> 1. Details of experience/ posts held during past years, proof of age, proof of qualifications (originals will be verified at the time of Interview).
Age Limit (as on)	<ol style="list-style-type: none"> 1. Maximum of 35 years.
Tenure	<ol style="list-style-type: none"> 1. 11 Months Contract and can be extended for two more terms on the basis of performance or the expiry of Smart City Mission period whichever is earlier.
Remuneration	<ol style="list-style-type: none"> 1. Remuneration Range Rs. 30000 - 40000 per month (Negotiable) (Inclusive all) not more than 40,000/-
Language	<ol style="list-style-type: none"> 1. Marathi / Hindi / English

Sd/-

(Shekhar Singh, IAS)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd
Chinchwad 411019

Application Form

To,
The Chief Executive Officer
Pimpri Chinchwad Smart City Ltd.
Chinchwad, Pune-411019



Sub – Regarding appointment of _____ Post.
Ref – The advertisement Dated- _____ / _____ /2024 published on the website
smartcity@pcmcindia.gov.in

Respected Sir/Madam,

As per the contextual advertisement, I am holding the necessary academic qualification for the Post of _____ and submitting the details as follows.

1. Full Name : _____
2. Full Address (with zip code) : _____

3. Mobile No. _____; Email _____
4. Date of Birth : ____/____/____ (DD/MM/YYYY)
5. Gender : Male / Female
6. Religion _____: Caste : _____
7. Details of the Educational Qualification held by the Candidate.

Sr.No.	Education Qualification	Name of Institute and University	Year of Passing	Marks	Percentage

8. Details of employment/experience in reverse chronological order (Attach self-attested copies of certificate with details of job description)

Institute/Company Name	Post held	Regular/ Temporary/ contract	Period of employment services	Scale of Pay/ Gross Salary/ Consultancy Fee per month

9. Languages Known: _____

10. Have you ever been convicted by a court of Law or is there any Criminal/Disciplinary/Vigilance case pending against you? Yes/No _____.

I hereby declare that above mentioned information is true and correct and necessary self-attested documents are attached herewith. I hereby agree that, if the information above is found to be false or incorrect, I will be eligible for termination of appointment and other legal consequences. Also, if Pimpri Chinchwad Smart City takes legal action against me, I will not have any complaint.

Place : _____

Date : / /2024

Signature of Candidate
(Name of the Candidate:
_____)



PIMPRI CHINCHWAD SMART CITY LIMITED
CIN: U75302PN2017SGC171439
Registered Office: Auto Cluster Building, Plot No. C-181,
MIDC Chinchwad, Pune- 411019
email- smartcity@pcmcindia.gov.in

Recruitment of Accountant contract Base

The Pimpri Chinchwad Smart City Limited, a Special Purpose Vehicle (SPV) established under Smart City Mission as per guidelines of Ministry of Housing and Urban Affairs, GoI, New Delhi, invites application from eligible candidates for the following posts purely on contractual and temporary basis:

Sr.No	Name of Post	Total Post	Tenure	Remuneration (Rates per month)
1	Accountant	01	11 Months contract	40,000/-

For the further details like Age, Qualification, Eligibility Criteria, etc. please visit Pimpri Chinchwad Smart City Ltd Company's Website www.smartpcmc.org and www.pcmcindia.gov.in. Eligible applicant can apply by submitting their applications to our email smartcitycs@pcmcindia.gov.in, and hardcopy to the above given address. Applications must be received to the office by Dt. 22/08/2024 upto 16.00 hours. Incomplete and delayed applications will not be considered. Only eligible candidates will be invited for interview/selection process.

Sd/-
(Shekhar Singh)
Chief Executive Officer
Pimpri Chinchwad Smart City Ltd.
Chinchwad – 411019

No.PCSCL/ 02/WS/152/2024
Date: 07/08/2024
Place:- Pimpri, Pune.

Application are invited for the post of Accountant

Pimpri Chinchwad Smart City Limited – intends to fill up the post of Accountant on its establishment by temporary recruitment on purely Contract basis.

A) Post & Pay Scale:-

Post	Pay Scale (Rates per Month)
Accountant : 01 Post	40,000/-

- The initial contract shall be for 11 Months (which can be further extendable for the 11 Months based on performance) or the expiry of Smart City Mission Period whichever is earlier. Right to extend the term of contract from time to time be subject to approval of the CEO, PCSCL.

B) Eligibility Criteria:- Separate attached

C) General Conditions:-

1. Age, Qualification and Experience as on 30/07/2024 will be considered valid.
2. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
3. The experience certificate of only full time work will be considered.
4. The persons already in service of Government Department, /State or Central PSU, Govt. Undertaking/ Utilities, Civic Body, Autonomous/Statutory Body should submit their Application through proper channel. In such cases if application reaches to PCSCL after the closing date, it will not be considered even though the Applicant had submitted the Application to his present employer before the closing date. In such situation, Application marked as “Advance copy” should be sent to PCSCL at the address mentioned below directly, well in time and the regular copy should be routed through the present employer. However it is mandatory to produce the Original No Objection Certificate at the time of interview.
5. The Candidates should submit the documents as mentioned below:
 - a. Duly filled application form (Format enclosed) addressed to
The Chief Executive Officer,
Pimpri Chinchwad Smart City Ltd.,
PCSCL Office, 2nd Floor, Auto Cluster Building,
Plot No. C-181, MIDC Chinchwad, Pune – 411 019
 - b. Self-attested copy of 10th / SSC mark sheet and passing certificate.
 - c. Self-attested copy of 12th / HSC mark sheet and passing certificate.
 - d. Self-attested copy of Graduation mark sheet and Degree certificate i.e. Bachelor’s/Master’s/Ph.D. (If any).
 - e. CV and Experience Certificate/s.
 - f. No Objection Certificate from the current Employer (Only for the above clause no.4 employee).
 - g. Self-attested copy of Aadhaar Card and PAN card
 - h. Other supporting documents related to qualification, experience (from competent authority i.e. appointment letter & relieving letter is must).

- i. Self attested copy of marksheet of all groups passed in CA.
Self attested copy of ICAI degree / certificate.
Self attested copy of completion of ICAI Internship with CA firm/company.
6. The recruitment in Pimpri Chinchwad Smart City Ltd. is done as per merit in a systemic way giving appropriate weightage to various parameters as decided by management.
7. If any false/incorrect/improper/invalid document/s, information/s furnished by the candidate is detected at any stage of recruitment process and thereafter, his/her candidature will be cancelled.
8. The mobile number and e-mail ID mentioned in the application form should not be changed and should be in operation till the finalization of recruitment process.
9. PCSCL reserves rights to postpone or cancel the entire recruitment process without giving any notice at any time.
10. Monthly Remuneration mention above is negotiable as per Experience, Qualification & Suitability.
11. Candidates must remain present with their own expenses for the entire recruitment process. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
12. Candidates must be alert from the assurance of job opportunity from any Mediator/ Persons who claim to be belonging to PCSCL.
13. All official communication regarding this recruitment shall be displayed on PCSCL's official website www.smartpcmc.org.in only. Hence, candidate should check the website time to time.
14. The candidate must produce all the original documents at the time of documents verification/interview. Failure of the same shall result in cancellation of candidature.
15. Candidate will not be eligible for the appointment if he/she is punishable by any court in the civil/criminal cases. Candidate must produce the details, if he/she is facing police enquiry/outstanding court matter or punishments, if any.
16. If the candidate knowingly or willfully furnished incorrect or false particulars or suppress material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Corporation's services without any notice or assigning any reason whatsoever.
17. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

18. The Application with complete details required to be send on or before 22/08/2024 closing hours (4.00 pm). Applications will not be received/ considered after closing hours in any condition.
19. All further details pertaining to Recruitment process will only be published on PCSCL's website www.smartpcmc.org in from time to time. For any further query reach out to us :

Miss. Chitra Panwar, Company Secretary
Pimpri Chinchwad Smart City Ltd.
Contact no.-8446202908
Email ID – smartcitycs@pcmcindia.gov.in

Sd/-

(Shekhar Singh)
Chief Executive Officer,
Pimpri Chinchwad Smart City Ltd
Chinchwad - 411019