



ODISHA MINERAL BEARING AREAS DEVELOPMENT CORPORATION
(A SPV of Government of Odisha)
CIN-U75100OR2014NPL018478

E-mail-ombadc@gmail.com, Phone No.- (0674) 2300488.

Regd. Off: Aranya Bhawan, GD-2/12, Chandrasekharpur, Bhubaneswar-23, Odisha.

No. 1871 /OMBADC-21/2023 - Dated, Bhubaneswar the, 21st September, 2023

NOTICE

APPLICATION FOR SELECTION OF ACCOUNTS OFFICER IN OMBADC.

Application in plain paper with following information is solicited from qualified persons for **Engagement as Accounts Officer in OMBADC on Contractual basis**. The educational qualifications, age limit, post qualifications experience, period of engagement, remuneration, selection procedure and other terms and conditions can be downloaded from Govt. Website (www.odisha.gov.in) or can also be availed from the office of OMBADC.

1. Name of the Applicant.
2. Date of Birth
3. Educational Qualification.
4. Sex/ Nationality/ Religion/ Marital Status:
5. Work Experience.

Space for Colour
Passport size
Photograph duly
signed in front by
the candidate

Place:

Date:

Signature in full

Enclosed a copy of credentials with application. The last date of submission of the application is **10.10.2023**.

Sd/-
Chief Executive Officer

TERMS AND CONDITION FOR ENGAGEMENT OF ACCOUNTS OFFICER IN OMBADC.

i. Educational Qualifications:

Candidates having qualification of member of Institutions of Chartered Accountant of India or Institution of Cost & Management Accountant of India.

Technical Qualifications:

Advance Tally, SAP & MS-Office.

ii. Age Limit:

The candidate should not be more than 30 years of age as on 01.09.2023.

iii. Post Qualification Experience

Minimum 04 years of post-qualification experience as an Accountant in Corporate sector including any projects under the Govt. undertaking which is registered under section 8 of Companies Act, 2013. He has working experience at least 03 years in Govt. undertakings/projects registered not for profit under the Companies Act, 2013.

iv. Period of Engagement

The engagement of Accounts Officer will be on contractual basis for an initial period of three years which may be extended for such further period on satisfactory performance.

v. Remuneration

Monthly consolidated remuneration would be Rs.80,000/- per month with an increment of ten percent (10%) per annum.

vi. Scope of Work

- i. Sound Accounting knowledge of making of financial statements specially in section 8 company under Companies Act, 2013.
- ii. Sound knowledge in GST, filing of quarterly & Annually returns, GST & TDS returns etc.
- iii. Computation & filing of Income Tax return.
- iv. Budget & Budgeting provisions of Non-profit organization.
- v. Prepare salary bill of Govt., Deputation employees.
- vi. Handling CAG Audit, Statutory Audit, Internal Audit & Performance Audit.
- vii. Maintaining & reconciling Auction Treasury Bills (ATB).

vii. Selection Procedure

Selection will be through personal interview by a selection Committee of OMBADC.

- i. The candidates must have good character.
- ii. The candidate if employed, with any, autonomous Govt. or Private Sector shall obtain **NOC from his or her employer and produce the same at the time of interview.**
- iii. The decision of the Selection Committee will be final and binding on all the candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of the candidates, cancellation of recruitment process etc.
- iv. At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information then the candidature / appointment of the candidate is liable to be cancelled.
- v. Canvassing in any form will be viewed adversely any may lead to disqualification.
- vi. Selected candidate shall have to produce the required documents in original in support of their qualification & experience.
- vii. Any dispute arising in this connection will be subject to jurisdiction of appropriate authority.

Sd/-

Chief Executive Officer