



Ref. No.AIDC/Estt./53(C)/82/7544

Date : 07.10.2021

RECRUITMENT NOTICE

Applications are invited from Indian citizens for filling up of 1(one) vacant post of Deputy Financial Controller in Assam Industrial Development Corporation Limited (A Govt. of Assam Undertaking), Guwahati.

Position: Deputy Financial Controller

Reporting to : Managing Director and / or Financial Controller

The suitable candidate should be operationally focused who combines business focus with integrity. He/she should possess strong inter-personal skills and communication skills alongwith the ability to provide leadership direction to the team.

Qualification & Experience:

- The Essential Qualification - CA Intermediate.
- Preference will be given to the candidate having MBA (Finance)/ M.Com as additional qualification. Candidates possessing essential qualification through Distance Mode/ Part time mode will not be considered eligible.
- Experience – Minimum 5(five) years (post qualification) working experience in Officer Cadre.

Job responsibilities:

- Ensure monitoring and maintenance of Books of Account as per the Accounting Standards of ICAI and as per the various Statute in vogue along with effective internal control procedure, in timely manner.
- Ensure maximum collection of receivables and initiate the corrective steps, highlighting the weakness to improve financial performance of the organization.
- Monitoring Accounts Payables and Receivables as per the applicable policies and procedures of the Organization.
- To liaise with banks and financial institutions and other Statutory Authorities as and when required
- Ensure compliance of statutory formalities with accuracy and timely manner, ensuring timely audit and finalization of books of account within standard time frame.

- Monitoring the fund flow for smooth running of organization with financial planning.
- Preparation of Capital and Revenue Budget Expenditure budget and monitor Cash flow and fund flow through periodic Statements.
- Ensure cost effectiveness within organization, developing financial strategies, opportunities forecasting with risk minimization.
- Ensure Ageing analysis of accounts receivables and Payables and arranging periodic balance confirmation from the concerned parties.
- Ensure optimization of financial performance of organization with accurate reporting and financial advisory services.
- Monitoring of all fixed deposits to maximize interest income. Preparation of periodic bank reconciliation statements.
- To initiate appropriate steps and ensure checks and balances to prevent any revenue leakage.
- Preparation of Balance Sheet.
- Any other job assigned by management from time to time.

Terms & Conditions:

1. Age Relaxation may be given as per State Government Rules.
2. Candidates presently employed in Government Departments/Public Sector Undertakings/ Autonomous Organizations should send their applications through proper channel or produce NOC at the time of interview, failing which their candidature will not be entertained.
3. Incomplete applications or incomplete supporting documents/applications with wrong particulars will not be considered.

Scale of Pay: Rs. 30,000-1,10,000/-(PB-4)with Grade Pay of Rs. 14,500/- PM plus other allowances as admissible under the Rules.

Age: Maximum age limit 45 years (As on 1st October 2021)

Application Process:

1. Interested and eligible candidates can download the application Forms from 08.10.2021 by visiting Assam Industrial Development Corporation Limited official website www.aidcltd.com.
2. Applicant has to deposit an amount of Rs.1000/- (Rupees One thousand) only in the form of Demand Draft / Bankers Cheque from any Nationalized / Scheduled bank of India in favour of "Assam Industrial Development Corporation Limited" payable at Guwahati.
3. Hardcopies of applications in prescribed format (uploaded in the AIDC website www.aidcltd.com) along with self attested copies of certificates in

support of educational qualifications, experience, age, caste, permanent residence, original Demand Draft / Bankers Cheque etc. along with a recent passport size photograph should reach the Managing Director, AIDC by 22.10.2021, on the following address-

Managing Director
Assam Industrial Development Corporation Ltd.
R.G. Baruah Road
Guwahati-24

The envelope containing the application form should mention the following on the top:

“Application for the post of DFC”

Sd/-
Managing Director