



# NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

( ICSSR Research Institute in Collaboration with Govt. of Odisha )

No. 545 / NCDS

Date : 10th May 2018

Applications are invited for one post of Accounts Assistant (contractual) on purely temporary basis (for one year subject to other conditions) and a GST Consultant (for two/three months) in the SIA Unit at Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar. Details are available under opportunities head in our website at <http://ncds.nic.in>.

*Handwritten signature*  
10/05/18

SECRETARY

SECRETARY

NABAKRUSHNA CHOUDHURY CENTRE  
FOR DEVELOPMENT STUDIES  
BHUBANESWAR

Applications are invited for one post of Accounts Assistant (contractual) on purely temporary basis in the SIA Unit at Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar.

**1. ACCOUNTS ASSISTANT**(on contractual basis)

**1.1. Job Description:**

- a. Preparing, managing and reporting against budgets
- b. Monitoring cash and bank position on daily basis to maintain control over agency payments
- c. Handling petty cash and maintaining records of same in Tally
- d. Maintaining up to date reconciliation of bank, SIA study agencies and requisitioning organisations and coordinating with them in case of discrepancies
- e. Compile and analyse financial information to prepare financial statements including monthly and annual accounts
- f. Tracking, monitoring, scrutinising and reporting on invoices / bills based on UCs / audited statement of accounts for timely disbursement of funds
- g. Responsible for preparing payroll of employees on monthly basis
- h. Preparing and monitoring month-end closing report
- i. Quarterly and yearly closing process of books of accounts and ensure that all statutory obligations have been duly met with respect to preparation of accounts
- j. Preparing and drafting RTGS, NEFT & other banking operations
- k. Maintenance of records pertaining to reimbursement of employee expenses
- l. Preparation of cash flow and fund flow statement
- m. Preparing and presenting statement of accounts of SIA
- n. Any other work assigned

**1.2. Abilities and Skills:**

- a. At least 2 years of work experience in accounting, auditing, finance and taxation, preferably in research institutes/State Government organisations / Government supported programmes/projects/PSUs etc.
- b. Very strong working knowledge of MS Office especially advanced Excel and Tally in accounting
- c. Deep understanding of accounting laws/acts, banking rules & procedures, TDS, GST and any other statutory requirements
- d. Strong analytical reasoning and organizational skills
- e. Ability to interact with senior management
- f. B. Com from a recognised university

**1.3. Remuneration:** Rs. 15, 000/- per month

**1.4.** The duration of employment for the post shall be for a period of one year subject to other conditions.

**1.5.** Persons interested for the aforesaid contractual engagement may apply to the Secretary, Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar-751013 along with their curriculum vitae.

The last date for receipt of applications is 25<sup>th</sup> May, 2018.

  
10/05/18  
SECRETARY  
NABAKRUSHNA COUDHURY CENTRE  
FOR DEVELOPMENT STUDIES  
BHUBANESWAP

2. Applications are invited for a GST Consultant (two/three months) in the SIA Unit at Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar

**GST Consultant**

Chartered Accountants/Advocates having requisite experience (six months to one year) with regard to consultancy in research institutes/State Government organisations / Government supported programmes/projects for rendering initial support and training to manage GST related accounting works.

Persons interested for the aforesaid contractual consultancy may apply to the Secretary, Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar-751013 along with their curriculum vitae.

The last date for receipt of applications is 25<sup>th</sup> May, 2018.

*ABW*  
10/05/18  
SECRETARY  
SECRETARY  
NABAKRUSHNA COUDHURY CENTRE  
FOR DEVELOPMENT STUDIES  
BHUBANESWAP