

# कोलकाता मेट्रो रेल कार्पोरेशन लि. KOLKATA METRO RAIL CORPORATION LIMITED



**KMRCL**

(A GOVERNMENT OF INDIA UNDERTAKING)

CIN - U60100WB2008GOI127338

**REGISTERED OFFICE:**

KMRCL Bhavan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata-700021

Phone : 2213 4345, Fax : 2213 4380, 66071117. Website : [www.kmrc.in](http://www.kmrc.in)

No. KMRCL/GM/Admin/V-Notice/2022

Dated 10/5/2022

**KOLKATA METRO RAIL CORPORATION LIMITED (KMRCL)**, a Central Public Sector Enterprise, Government of India, formed to implement the East West Metro Corridor Project at Kolkata, invites applications from eligible candidates for engagement on Contractual basis to the post indicated in the table below as per the terms and conditions regarding educational qualifications, working experience, age limits, monthly emoluments, as noted against each of the said Table:

1	NAME OF ORGANISATION	KOLKATA METRO RAIL CORPORATION LIMITED (KMRCL)
2	NAME OF POST	SENIOR ACCOUNTS MANAGER
3	QUALIFICATION	M.COM/CHARTARED ACCOUNTANT (CA will be given preference)
4	CONTRACTUAL EMOLUMENTS	RS 70,000/- (RUPEES SEVENTY THOUSAND) PER MONTH
5	NUMBER OF POST	ONE (01) POST
6	LOCATION	KOLKATA
7	TERMS OF APPOINTMENT	<b>CONTRACTUAL</b> (INITIALLY FOR A PERIOD OF ONE YEAR, THEREAFTER 10% INCREASE ANNUALLY ON LAST PAY ON SATISFACTORY PERFORMANCE.
8	MAXIMUM AGE LIMIT	<b>NOT MORE THAN 50 (FIFTY) YEARS AS ON 31/12/2021</b>
9	WORKING EXPERIENCE	ESSENTIAL MINIMUM 03 YEARS WORKING EXPERIENCE FROM THE DATE OF PASSING M.COM/ CHARTARED ACCOUNTANT (FINAL)
10	ROLES & RESPONSIBILITIES	<p><b>a) MAINTENANCE OF ACCOUNTS:</b></p> <ul style="list-style-type: none"> <li>Data entry of day to day transactions in Tally &amp; should be well conversant with ERP.</li> <li>Maintaining of Accounts and preparation of Annual Accounts of KMRCL.</li> <li>Generation of MIS reports as and when required by Management.</li> <li>Providing instant Fund Position including Current Bank Balance as and when required.</li> </ul> <p><b>b) BANK RECONCILIATION:</b></p> <ul style="list-style-type: none"> <li>Scrutiny of Bank Statements.</li> <li>Preparation and Maintenance of Bank Reconciliation Statements.</li> </ul> <p><b>c) TAXATION</b> (in co-ordination with Sr. Finance Manager)</p> <ul style="list-style-type: none"> <li>Payments of Taxes, Advance Taxes.</li> <li>Co-ordination with Tax Auditors in submission of Tax Audit Returns.</li> <li>Resolution of Income Tax related disputes with Income Tax authorities.</li> </ul>

		<p><b>d)</b> Generation and Supply of MIS reports as required by Higher Management from time to time.</p> <p><b>e)</b> Any other work as assigned by Higher Management.</p>
11	SELECTION PROCESS	INTERVIEW
12	MEDICAL STANDARED	CANDIDATES SHOULD BE IN SOUND HEALTH AND FREE FROM COLOR BLINDNESS. NO RELAXATON IN HEALTH STANDARED WILL BE ALLOWED.

ENGAGEMENT WILL BE ON CONTRACTUAL BASIS INITIALLY FOR A PERIOD OF ONE YEAR (EXTENDABLE YEARLY)

### **Facilities attached with the Post**

Besides the emoluments, as admissible, the post, as mentioned in the Table above, carry the benefits as admissible HR Rules of KMRCL.

### **A. GENERAL INSTRUCTIONS:**

1. If any candidate is presently working with any Government Department or organization/PSU, he/she should inform their employers in writing before applying for posts in KMRCL. Such candidates will have to produce NOC from their employers at the time of interview.

### **B. INSTRUCTIONS FOR APPLYING:**

1. Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in advertisement. **The application should be submitted only once.**
2. Application **neatly typed** on A-4 size paper in the prescribed format should be sent to **General Manager/Administration, Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata – 700021** accompanied with the copy of following documents:
  - a) Matriculation Certificate (for age proof);
  - b) Attested copy of certificate of professional degree and of Membership of the Institute of Chartered Accountant of India (ICAI), if candidate is a CA.
  - c) Certificates of other professional qualification, if any;
  - d) Certificate in proof of experience (clearly indicating the Pay and no of years served in the Pay as on the cut off date as mentioned), proof of present CTC (for working in private sector)/present pay (for working in Government Sector/PSU).
  - e) Community Certificate if any;
  - f) DD for Rs. 100/- for UR and OBC applicants and Rs. Nil for SC/ST & Ex-servicemen applicants in original;
  - g) A copy of CV (Curriculum Vitae) signed by candidate.
  - h) Two copies of recent passport size photograph.

- i) Mobile Number/ Any other alternative Mobile Number.
  - j) Application should reach **General Manager/Administration, Kolkata Metro Rail Corporation Limited, KMRCL Bhawan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata – 700021 within 21 days from the date of advertisement.**
3. Application received late/incomplete in any matter will not be entertained.
4. \*\*\* **CLOSING DATE** : 21 DAYS FROM THE DATE OF ISSUE OF VACANCY NOTICE.

By order of the  
Managing Director  
Kolkata Metro Rail Corporation Limited

**APPLICATION FORMAT**

D. D. No. & Date	Name of issuing Bank & Branch	Amount
		Rs.

1. Post Applied for (in Block Letters):..... Advt No.....
2. Name in full (in Block Letters) :
3. Father's Name :
4. Date of Birth :
5. Community (SC/ST/OBC) :
6. Religion ..... whether belong to Minority: Yes/No (Please tick)
7. Name of the Last/Present Organization..... (Please tick)

Govt. (Central/State)	PSU	Auto. Bodies	Private	Others

8. Correspondence Address :..... (in Block Letters)  
.....
9. Contact Phone & Fax No. :.....  
E-Mail ID :.....

10. Qualifications (Academic & Professional):

ICAI Membership No..... & Date.....

Exam Passed	Year of Passing	Name of Instt./University	Max. Marks	Marks obtained	%age of marks

11. Post Qualification Experience:

Name & Address of the Employer	Type of employer (PSU/Central/State/Govt./Railway/Private/Others (Pls. Specify)	Post held (Designation)	Pay	Period in Pay		Brief details of work handled (attach separate sheet if necessary)
				Date of appt.	To date	
Present						
Previous						

My total length of post qualification work experience is ..... years.....months.

12. Details of Computer/ERP proficiency :.....

13. List of Enclosures:

- 1.
- 2.

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Signature of the Candidate

**Verification**

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place: .....

Date:.....

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Signature of the Candidate