

ASCDCL/SCB/ADMN/2023/327

DATE:-27.04.2023.

RECRUITMENT IN ASCDCL SAMRT CITY BUS DIVISION

Position – 1: Accountant	
Post: One	
Scope of work	<ul style="list-style-type: none"> • Checking and auditing M.S.R.T.C. monthly invoice (approx. 2000 entries). • Maintenance of books of Accounts. • Preparation & Maintenance of various ledgers and registers as per accounting procedures. (daily 2000 entries) • Checking and auditing of bus cleaning bills. • Preparation and audit of ASCDCL staff pay bill • Checking of vendor Bills & payment thereof. • Maintaining records, ledgers of various funds available. • Preparation of annual accounts statement. • Preparation of various decade, monthly statements. • Preparation of various tax statements as per statutory provisions. • Preparation of Balance Sheet. • The relevant work related to accounts procedure. • Preparation and submission of information required by higher authorities, Govt., ASCDCL and board etc. • To assist ASCDCL and SCB authorities. • Keeping Government ASCDCL and SCB resolutions, circulars, SOP, procedures. • Working of GST/ TDS • Monthly, Qly, yearly Return of GST/TDS • Chartered Accountant to be attended regarding Accounting, Tax, or any other work related to accounts. • Various statements to be extracted from tally as and when required. • Any other work assigned by competent authority.
Qualifications:	<ul style="list-style-type: none"> • Post Graduate in Commerce from any recognised University; education in transport management will be an added advantage. • More than 5 year experience in managing Accounts • Excellent MS office skills and oral computer skills. • Expert in operating Tally, with certification.
Documents to be submitted:	<ul style="list-style-type: none"> • Details of experience/posts held as per Qualification criteria, proof of age. • Proof of Qualification (original to be submitted at the time of appointment)
Age Limit (as on 1/04/2023)	<ul style="list-style-type: none"> • Maximum 45 years.
Consolidated Pay per month (all-inclusive on CTC Basis.	<ul style="list-style-type: none"> • Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy

Position – 1: Office Peon


Scope of Work:	<ul style="list-style-type: none"> • Monitoring the use of equipment and supplies within the office. • Dealing with queries or requests from the visitors and employees of Smart City Bus office.
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	<ul style="list-style-type: none"> • Coordinating the maintenance and repair of office equipment. • Assisting other administrative staff in wide range of office duties. • Collecting and distributing couriers or parcels from SCB office to other offices. • Helping the administrative assistants in performing their duties. • Be an Honest, hardworking, polite. • Housekeeping e.g. Sweeping, Moping. Taking Care of Hygiene and Cleaning of office. • Serving the clients and staff. • Ready to travel across for office work. • Deliver a letter and files to other departments of Government • Any other work allotted specifically by the senior officers. <p>The candidate shall work under overall guidance of Asst manager (Acc & Adm), Deputy Manager and Chief Operations Manager</p>
Qualifications:	<ul style="list-style-type: none"> • 10th Pass • Experience: Minimum 3 years of experience in any organization.
Documents to be submitted:	Details of experience/ posts held, proof of age, proof of qualifications. (Originals may be submitted at the time of appointment).
Age Limit (as on 1 st May 2023)	Not more than 40 years.
Consolidated pay per month (all-inclusive on CTC basis)	Remuneration shall be commensurate with experience and other perquisites as per ASCDCL policy.

General conditions for all the above posts:

Number of post(s): Two

- i. Walk-in- Interview for above post will be held on 09.05.2023 at 11.00 AM at Dr. Babasaheb Ambedkar Research Centre Near Amkhas maidan, Chhatrapati sambhajinagar. 431 001.
- ii. The place of posting at Chhatrapati Sambhajinagar, Maharashtra. The appointment shall be on contract basis.
- iii. The candidates not fulfilling the eligibility criteria would not be considered for the selection process. The decision of the Company is final and binding.
- iv. The Company reserves its rights to accept or reject any application, without assigning any reasons thereof.
- v. The posts advertised are full time posts. The selected persons will have to stay in Chhatrapati Sambhajinagar city and be available for work as per requirement. The job is also extremely hardworking, sincere people with integrity and considering themselves capable of doing justice to this role may only apply.


 Chief Operation Manager
 ASCDCL Smart City Bus Division.
 Chhatrapati Sambhajinagar