

Prasar Bharati
India's Public Service Broadcaster)
Prasar Bharati House, Copernicus Marg,
New Delhi-110001

NOTICE INVITING APPLICATIONS

No.[E 203231] A-10/016/39/2023-TM&SO

Date: 08.11.2023

Subject: NIA for engagement of Junior Accountant at DDK Guwahati on full time contract basis-regarding.

Prasar Bharati invites applications from experienced and dynamic persons for engagement of '**Junior Accountant**' in Accounts Section at **DDK Guwahati** on full-time contract basis:

1. **Category** : **Junior Accountant**
2. **No of Positions** : **1 No.**
3. **Place of Work** : **DDK Guwahati**
4. **Age Limit** : **Below 35 years of age as on date of publication.**
5. **Duration of Engagement** : **One Year**
6. **Consolidated Remuneration** : **Rs.35000/- (Thirty five thousand only) fixed remuneration would be paid.**

7. **Eligibility:**

A. Educational Qualification:

Graduate in B.Com from university approved by UGC/AICTE and HSC (12th /Intermediate) with commerce.

Or

CMA (Inter.)/ CA (Inter.), with Graduation from any stream recognized by UGC/ AICTE.

B. Work Experience & background:

- a. At least **three year** of relevant work experience in Finance, Accounts, Taxation, Cost Accounting, Auditing fields gained in a company or dully registered firm like partnership firm, Consultancy firm and CA firm shall only be counted, but any work experience gained as Intern or training will not be counted towards work experience. Prasar Bharati reserves the right to take final decision in considering / not considering an experience as valid experience for the post.
- b. Hands on experience with accounting Software like Tally, MARG, BUSY, ZOHO and Experienced in MS Office application i.e. MS Excel, MS Word, MS Power point, for example- making Pivot table, table formulae, etc.

Ganish Sinha
08.11.2023

- c. Well versed with Accounting Principle, GST and Income Tax laws and able to make zero draft based on accounting principle on MS Word.
- d. **All candidates have to submit work experience document with below details else application will be rejected:**
Work experience document in original issued on respective company's letter head containing (i) Designation/Position Held, (ii) Nature of Work, (iii) Period of Service, (iv) Letter head should contain Firm registration number, Employer Membership, CIN number- Whichever is applicable.
- e. All candidates have to mandatorily (**else application will be rejected**) submit bank statement(s)/Form 16 showing credit of salary. The Bank statement(s) so furnished should establish the duration of the minimum work experience period of 3 year as sought towards eligibility for this recruitment.

8. Nature of duties:-


- a. Bank Reconciliation: Reconcile the bank statements with the units cash book, Account Receivable, Inter Organisation remittance, Payroll reconciliation to ensure that all transaction are recorded accurately.
- b. GST, TDS Compliance (maintaining the adequate records, payment and filing of GST return) and be upto date with latest GST circulars
- c. Preparation of Final Accounts.
I. Monthly Preparation of Receipt and Payment Accounts.
II. Maintain detailed records of Fixed Assets, Computers and equipments.
III. Preparation of Income and Expenditure Accounts.
IV. Maintain Day books and allocate expenses to proper cost centres.
- d. Entering the data related to Vouchers in software and relevant account record books and ensuring that all the transaction are recorded in books after verification and proper documentary evidence.
- e. Audit:
I. To Assist Internal Audit team for Risk/ Performance based Audit
II. To prepare Risk profile of station/unit on performance of Station/units.
- f. Maintain Records for Audit.
I. Various details as directed by PBS are to be maintained with proper detail and supporting documents.
II. Detailed records are to be kept for performing Inventory valuation

9. The terms & conditions of engagements are as given under:

- a. The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/ her absorption or regularization in Prasar Bharati.
- b. The person will be engaged on full time basis and will not be allowed to take up any other assignment during the period of contractual engagement.
- c. Persons engaged on contract basis can be assigned additional task apart from the specific tasks for which they are engaged.
- d. Period of engagement shall be one year extendable based on requirement of the organization and performance review.

Yinish Sinita
08.11.2023

- e. The engagement can be discontinued/ terminated with one-month notice or one month's salary in lieu thereof by either side without assigning any reason.
 - f. No claim of pensionary benefit on account of this contractual engagement shall be admissible.
 - g. Prasar Bharati reserves the right to conduct test and/ or interview of the shortlisted candidates. No TA/DA etc. will be paid for attending the test/ interview.
10. Those candidates who are eligible and willing to work on above terms & conditions in Prasar Bharati, having requisite qualification and experience indicated above **may apply online on Prasar Bharati web link <https://applications.prasarbharati.org> within 15 days from the date of publication** on PB Website along with self attested copies of supporting documents. In case of any difficulty in submission it may be emailed to hrcpbs@prasarbharati.gov.in along with screenshot of error. **Application(s) received through any other mode will not be considered.**


(Girish Kumar)
08.11.2023
Dy. Director (TM&SO)

To,

1. Director (PBNS) – with a request to upload this circular on the Prasar Bharati website upto the date indicated in para 10 above.
2. DDG(Tech), PB Sectt. – with a request to host this circular on the Prasar Bharati e-office notification.