

**Requirement for the position of Jr. Resource Person (Finance) and Sr. Resource Person (Finance & Accounts)**

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| Name of the post    | Jr. Resource Person (Finance)   | Sr. Resource Person (Finance & Accounts)   |
| No. of Post         | 01 (One)  | 01 (One)   |
| Approx Remuneration | Rs.25,000/- to Rs. 30,000/- per month depending upon qualification and experience   | Rs. 45,000/- to Rs. 50,000/- per month depending upon qualification and experience   |
| Qualification       | 1) Post Graduation in Commerce/Finance  | Degree from Recognized University with CA/ICWA or MBA (Finance) with 60% of passing marks  |
| Experience          | 3 Years experience in :-<br>(i) Accounting Software Package 'Tally'<br>(ii) Statutory/ Internal/ C&AG Audit<br>(iii)Income Tax/TDS/GST Return filing applicable to Societies<br>(iv)Submission of Utilization Certificate to Administrative Ministry<br>(v) Application of GFR in various proposals | 2 Years experience in:<br>(i) Preparing the structure, role and operation manual for Internal Audit Units and the Risk Control Matrix Framework<br>(ii) Assist in conducting the Internal Audit of various NIELIT Centres<br><br>Desirable- Knowledge of MS Office & Accounts Software (Tally ERP 9) |
| Age Limit           | Not exceeding 40 Years  | Not exceeding 40 Years   |