

Date : 09.11.2022

Webel Technology Limited (WTL), a Govt. of West Bengal Undertaking under the administrative control of Department of P & AR, GoWB is an ISO 9001:2008, ISO 27001:2013 and CMMI Level 5 certified e- Governance Solutions Provider. It was incorporated in 2001 as the IT & ITES (Services) arm of Govt. of West Bengal and has been designated as the independent State Nodal Agency (SNA) as well as State Implementing Agency (SIA), for carrying out e-Governance initiatives on behalf of the State of West Bengal and is engaged in procurement and project management services including WBSWAN, WBSDC, software development, customization, composite turn-key projects involving B2C and B2B services of the Departments of Govt. of West Bengal with various Government departments, PSUs, Statutory & Autonomous Bodies etc. both with in the State and in other States .

The company has been profitable since inception. In the last few years there has been a stupendous growth in terms of revenue, profit and business volume and is surging ahead for continued growth in the coming years.

In order to be part of the growth plan of the company, applications are invited from experienced result oriented professionals for the following positions as detailed in the table below:

Position Summery	Assistant Manager (Finance & Accounts) 1 No (UR)
Qualification: (i) Essential :	Graduate with CA / ICWA : M.Com /MBA Fin or equivalent recognised by AICTE or UGC. working experience under SAP or equivalent ERP environment, exposure in functional automation
Reporting Matrix:	Head (Finance)
Age :	Maximum 40 years
Post Qlfn Exp :	Must have at least 8- 10 years in the area of finance, accounts, taxation, audit , ROC matters and other statutory rules such as PF, Prof. Tax etc

Job Role/ Responsibility :	<p>1. Maintenance of day to day financial transactions. GL scrutiny, ledger account reconciliation, preparation of MIS Reports</p> <p>2. To assist in Yearly / Half Yearly closing of Accounts. Thorough knowledge on accounting standards and accounting rules & regulations applicable for closing of accounts.</p> <p>3. Preparation of Payroll, PF , Prof. Tax & other employee related statutory payments and filing of Returns independently.</p> <p>4. GST payment, reconciliation and to assist in filing of Returns</p> <p>5. Income Tax, TDS payments and to assist in filing of Returns</p> <p>6. Other related activities</p>
Remuneration (CTC)	Max. 17 Lacs P.A
Nature of engagement	Contractual appointment initially for a period of 3 years which is renewable depending upon the performance and requirement of the Company.

Position Summary :	Executive (Finance & Accounts) , 1 No. (UR)
Qualification : (i) Essential : (Preferable) :	<p>Graduate with Inter CA / Inter ICWA ; M.Com</p> <p>Working experience under SAP or equivalent ERP environment, Hands on experience in functional automation</p>
Reporting to :	Head (Finance)
Age limit :	Max 35 years
Post Qualification experience :	Min. 5 years of proven in-depth experience in the area of finance, accounts, taxation, audit , ROC matters and other statutory rules such as PF, Prof. Tax etc

Job Roles and Responsibilities:	<ol style="list-style-type: none"> 1. Handling day to day financial & accounting transactions, preparation of vouchers, adjustment entries, Debit Notes / Credit Notes etc. 2. To assist in finalisation of accounts, Preparation of Fixed Assets schedule, Depreciation schedule and statutory & non-statutory financial statements related to closing of accounts 3. Preparation of Bank Reconciliation Statements, MIS reports etc. 4. Handling audit queries and taking necessary corrective actions 5. Should be thoroughly conversant with GST, Income Tax, TDS, and other statutory provisions such as preparation of e-Waybill, e-Invoice etc 6. Processing of payments to vendors 7. Other related activities
Remuneration (CTC)	Max. 13 Lacs P.A
Nature of engagement	Contractual appointment initially for a period of 3 years which is renewable depending upon the performance and requirement of the Company.

How to Apply & General Terms and Conditions :

- (i) All candidates should submit their applications in the prescribe format only directly in to the mail id : career@wtl.co.in Persons already in regular service, whether in permanent or temporary capacity are required to apply through proper channel or produce 'NOC' at the time of interview, if called so .
- (ii) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the application.
- (iii) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- (iv) All qualifications as required to be possessed by the candidates are supposed to be from such institutions as are explicitly recognised by AICTE and UGC. In case of any doubt, the decision of the management would be final and binding.

(v) Candidates will be short-listed for interview only on the basis of the information provided by them in their applications. No communications seeking clarifications etc would be entertained from the candidates in this regard.

(vi) If at any subsequent stage or at the time of interview any information given by a candidate or any claim made by a candidate in his /her applications is found to be false, his/her candidature is liable to be rejected and if already inducted in contractual service, his/her engagement may be terminated immediately and also liable for such other action as deemed fit by the management.

(vii) Candidates, if called for interview, should attend the same at their own expenses.

(viii) selected, the appointments of the candidates are subject to being declared medically fit by such medical authority as may be prescribed by the management.

(ix) All relevant updates about the selection process for the advertised positions would be made available in website i.e. www.wtl.co.in.

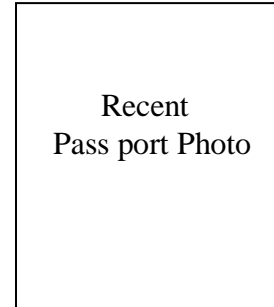
(x) Canvassing in any form will disqualify a candidate.

IMPORTANT

- 1. Call letters for Interview will be sent by e-mail only. Hence, the candidates are particularly requested to provide correct email id (should be their own personal id) in their application and they are advised to check their emails including spam folders regularly.**
- 2. Applications received after the last date will not be accepted. The authority will not be responsible for any delay due to nonavailability / disruption of public internet network facility by the ISPs**

**APPLICATIONS NOT RECEIVED IN THE PRESCRIBED PROFORMA SHALL BE REJECTED.
LAST DATE OF RECEIPT OF APPLICATION IS 30.11.2022**

APPLICATION FORMAT



NAME OF THE POST APPLIED FOR:
(IN BLOCK LETTERS):

1. Name of the Candidate (IN BLOCK LETTERS):

2. Name of Father/Husband :
3. Date of Birth :
4. Gender (M/F) :
- 5.Nationality:
- 6 .Domicile:
7. Religion:
8. Caste:
- 9.Present occupation and remuneration
(if employed)
- 10.Name of the organization with address (if employed)
- 11.Address for communication-_____

email-----

Phone no-----

Mobile-----

Qualification Details :

Examination	Board/Council/ University	Year of Passing	Subject taken	Percentage/ Grade **

- Enclose attested copies of all Mark Sheets and Testimonials (Scanned softcopy)
- Mention conversion factor, if any.

Experience :

Sl. No.	Department/Organization	Gross Salary per annum	Duration of job		Nature of job
			From	To	

(To be supported by authenticated experience certificates)

14. Declaration:

I do hereby declare that all the information given by me in this application are true and correct to the best of my knowledge and belief. I am also aware that the post I have applied for is purely temporary with fixed remuneration and on contract basis for on (year duration to be posted anywhere in West Bengal and does not have any possibility of being permanent any point of time in future. I also note that if any of the above statements are found to be incorrect or false or any information or particular have been suppressed or omitted in this form, I am liable to be disqualified for appearing in the interview, or if detected later, my appointment will be liable for cancellation without any notice. I shall abide by the decision of the selection board and in no way whatsoever would dispute the selection process.

Date -----

Signature -----

Name -----

Date:
