



SIKKIM POWER DEVELOPMENT CORPORATION LIMITED

(A Government of Sikkim Enterprise)

National Highway - 10, Gangtok – 737101, Sikkim, India

Ref. No.: SPDC/1015/19-20/241

Date: 15/7/22

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for appointment on purely on contract basis for a period of 6 months on a consolidated salary for the following post:-

Sl. No.	NAME OF THE POST	NO. OF POST
1	Accounts Manager in the Rank of Assistant Manager	1 (One) No

Terms and Conditions:

1. Eligibility (Mandatory): -

- Education qualification – B.Com with minimum 2nd Division.
- Candidate should have appeared for CA foundation / intermediate course and if CA passed will be given preference.
- Preference shall be given to local candidates.
- Minimum Experience – 15 years in the field of Accounts and relevant field.
- Should be well versed in Computer Office Application with 15 years working experience of Tally software.
- The candidate should have good experience to prepare and file GST, GST – TDS, Income Tax, professional Tax and TDS returns.
- The candidate should have good experience to prepare the annual accounts i.e. Balance Sheet and P&L account and prepare & file ITR.
- The candidate should have good experience to prepare EPF details and file the same.
- The candidate should not have exceeded the upper age limit of 40 years as on 31.12.2021.

2. Interested candidates may submit their application to the office of **Assistant Manager (Admin), SPDCL or may be sent online in SPDCL email id – spdcskm@gmail.com** on or before 22.07.2022 by 14:30 hrs, which should consist of following documents only: -

- Copy of resume duly signed along with application.
- Copy of certificate or documents in support to SL. No. 1 (a) and (b) above.
- Copy of one Identity Proof (self-attested).
- Copy of experience certificate for minimum 15 years both for work and Tally.
- Copy of Birth Certificate (self-attested).

3. After scrutiny the selected candidate will be intimated through official email and called for interview on 29.07.2022 from 11:00 am onwards.

4. The candidates should carry with them all the original requisite required documents in support of Sl. No. 1 and 2 above on the date of interview.

5. No TA/DA shall be paid for attending the interview.


Asst. Manager
Administration

