

TERMS OF REFERENCE FOR THE POST OF DEPUTY MANAGER (FINANCE)

Name of the Post	: Deputy Manager (Finance)
No. of Post	: 01 (One)
Qualification	: Degree with passing of final examination of Chartered Accountant / Cost & Management Accountant
Experience	: Minimum 15 years qualification experience in Financial Management and Accounting in Public / Private sector (Minimum 5 years in dairy sector)
Age limit	: as on 31.03.2021 : 50 years
Nature of employment	: Contractual Engagement
Monthly remuneration	: Negotiable, depending on experience and Suitability/Merit.

Job Description Duties and Responsibilities:

Finalization of Accounts as per Cooperative Society Act, Finalization of Statutory Audit of Accounts in Dairy Industry, Income tax – Annual return File, TDS and TCS, GST- Filing of GSTR 1 to 9. Preparation of MIS Reports of Finance and Accounts, Costing of Milk and milk products, Cost control and productivity enhancement. Providing financial reports and interpreting financial information to managerial staff while recommending further courses of action. Overall responsibility for management of Milk Union activities and Quality Management, Maintaining the financial health of the organization, Knowledge in – ERP, ACE package, MS Excel etc. Any other duties assigned from time to time.

Submission of application:

Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed "APPLICATION FOR THE POST DEPUTY MANAGER (FINANCE)" which should reach to the :

General Manager,

Cuttack Milk Union , Mahanadi Vihar PO : Nayabazar

Dist : Cuttack Pin : 753 004 on or before 06.05.2021

- i) The application along with the requisite documents can also be submitted through e-mail : cdecmpu@gmail.com or by post on or before **06.05.2021**
- ii) The candidates already employed in Government / Semi-Government / Central PSU/State PSU shall submit "No Objection Certificate" issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet / Certificates / Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card). Latest pay slip & recent color passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents / incomplete / not fulfilling the prescribed criteria in any respect shall be rejected.

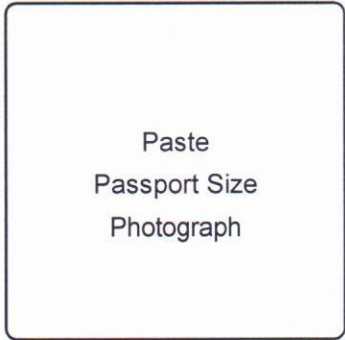
Selection Process :

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions :

- i) Candidates are requested to visit official website of www.cdcmu.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature / engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal / Federation / Milk Union candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of the Union.
- viii) The decision of the Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No inquiry/ correspondence will be entertained in this regard.
- ix) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

APPLICATION FORMAT FOR THE POST OF(Contractual)



01. Name of the Applicant (in Capital Letters) : _____
02. Father's / Husband's Name : _____
03. Present Address for Communication with Pin & Contact Number. : _____

04. Permanent Address With Pin Code. : _____

05. e-mail ID : _____
06. Date of Birth : _____

Age as on 31.03.2021

Year Month Days

07. Caste : SC ST OBC GENERAL
(please tick mark in the required space & proof of caste certificate shall be attached)

08. Educational Qualification

Examination Passed	Board / Univ. / Institution	Year of Passing	Division	% of Marks

09. Length of Service Experience :

Name of Organisation(s)	Post Held	Date of Joining	Date of Leaving	Total Years of Experience

Declaration :

I do hereby solemnly affirm that, the information furnished above is correct and true to the best of my knowledge and belief.

Date :

Place :

Full Signature of the Applicant