

# Gujarat Institute of Development Research

## Ahmedabad

### Recruitment of Accountant on Contractual Basis

Gujarat Institute of Development Research (GIDR), Ahmedabad is a premiere social science institute supported by Indian Council of Social Science Research (ICSSR), New Delhi and Government of Gujarat (GoG). The institute is looking to appoint one vacant position for accountant at the institute. The candidate must have following minimum qualification given below.

**Essential Qualification:** B.Com with I Class and Seven years of Experience in supervisory capacity or M.Com / Inter CA, in either case, with five years of similar experience. The incumbent should have knowledge of Accounts/E.P.F/CAG Audit/TDS>Returns/Income Tax/ Balance Sheets/Budgeting/GST/EPFO/Gratuity/Insurance Claims/various allowances/ Application of Tally / MS Office / Command over spoken and written English etc.

**Desirable Qualification:**

1. Good knowledge of various statutory rules and legal provisions related to accounting/Auditing/various Taxes/Deduction to EPFO/Gratuity Funds/Insurance Claims.
2. The candidates having considerable past experience in reputed organisations with clean service record will be given preference
3. Good writing skills related to financial matters
4. Knowledge of provisions of employee credit society

**Age limit:** up to 40 years

**Remuneration:** Rs.40000/- P/M consolidated (as revised from time to time)

**How to Apply:** Send your detailed CV and covering letter addressing to Director, GIDR by **February 26, 2024** to the mail ID [hr@gidr.ac.in](mailto:hr@gidr.ac.in).

Any sort of canvassing or malpractice will lead to automatic disqualification even if its detected after the recruitment.

No reimbursement for TA/DA/Accommodation will be paid for attending the interview. Any legal matters will be subjected to Ahmedabad jurisdiction. For further details visit [www.gidr.ac.in](http://www.gidr.ac.in)

**Responsibilities:** The accountant will be answerable to Director, GIDR and apprise her about the matters related to finance as per the institute's provisions from time to time and to other concerned persons with her permission in administration, various project heads and head of various committees based on the need. Preparation of annual budget, financial report at the end of the financial year, keeping financial records of various funds received as grants, for

projects and other academic events and ensuring compliance with all statutory provisions are primary responsibilities.

**Selection Criteria**

**Objective Test (Subject related) : 50 Marks**

**Interview : 50 Marks**

The candidate must join the duty within the one month from the date of communication regarding his/her selection.

**February 5, 2024**