

MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED.
(A GOVERNMENT OF MAHARASHTRA ENTERPRISE)

Advt.No.: MAHAIT/04/11/2021

Dated 12/11/2021.

ADVERTISEMENT FOR THE POST OF FINANCE OFFICER

The MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) invites applications for the post of **Finance Officer** amongst experienced, talented professionals purely on contract basis in the office of MAHAIT. The Brief information about MAHAIT and detail advertise for Finance Officer is as follows. Last date for submission of applications is **25th Nov, 2021.**

Pre-requisites & other Conditions

- **Name of Post :** Finance Officer
- **No of Post :** One
- **Location :-** Applicant would be expected to work at Registered Office of MAHAIT
- **Qualification:** B.Com, CA Inter
- **Experience:** 3 to 5 yrs in reputed organizations.
- **Remuneration :** Between Rs. 40,000/0 to Rs. 60,000/-

Principle Responsibilities:

- Audit of Estimates for Administrative Approvals of Projects.
- Pre Tendering Activities.
- Pre Bid Meetings for clarifications.
- Processing of Bills having financial tie-ups
- Filling monthly GSTR, Income Tax.
- Filling Annual GSTR -9/9C Return.
- Resolving of GST Related Queries in coordination with the GST Consultant.
- Scrutiny of proposals related to Administrative approvals, Acceptance of Tenders, Medical cases etc.
- Investment of fund as per directives of Board.
- Bank reconciliation
- Keeping track of fund transfer v/s Budget allotted
- Daily Bank MIS report
- Correspondence & communication with Loan Agencies / Finance Dept. &Energy-3 Department at Mantralaya / Statutory and Government Auditors.
- Employees Claim disbursement.
- Monthly Salary payment.
- Vendor payments.
- Bank Reconciliation
- Payment of Statutory dues.
- Perform any activities directed by Chief Financial Officer / Managing Director

- **SELECTION PROCESS :-**
- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview.
- MAHAIT reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Registered Office in MAHAIT. Call Letters for Personal Interview to all eligible applicants will be forwarded through e-mail ID mentioned in the Application Form.

Applicants will be required to produce of following, at the time of attending the Personal Interview:-

1. Two Passport Size Colour Photographs.
2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
3. Original Certificates related to Qualifications along with one set of Self Attested Copy.
4. Testimonials and documents related to experience etc.

Time Schedule: -

- Last date of receipt of application : 25 /11/2021
- Selection Process at Mumbai : Nov & Dec 2021

Note: The candidates shortlisted for Interview process will be informed to attend Interview process by email/SMS on the address/information provided by them in the application. MAHAIT will not be responsible for any loss of email /information sent due to invalid or wrong email id.

• **Terms and Conditions:**

(a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.

(b) No equivalent qualification shall be acceptable for the post.

(c) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.

(d) The candidates should have adequate Knowledge of 'Marathi, Hindi and English'.

(e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.

(f) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.

(g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.

(h) The selection in MAHAIT is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.

(i) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.

(j) Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of Personal Interview.

(k) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on foolscap paper. All items of the application must be filled in according to instructions given for filling the application form.

(l) Date of birth as per Secondary School Certificate (SSC) and age as on 31/10/2021 should be mentioned.

(m) Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to **The Managing Director**, MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) 3rd Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020. on hr1.mahait@mahait.org so as to reach on or before 21/11/2021. Applications received after due date (for whatsoever reason) shall not be entertained.

(n) The job description provided in advertisement is of tentative nature. The job profile and responsibilities may differ in actual employment as per the decision of appointing and reporting authority in MahaIT.

(o) MAHAIT reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need arises, any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. The right to accept/reject any or all application(s) received is reserved with MAHAIT without assigning any reason thereof.

(p) Selected applicant will be appointed as Finance Officer on contract of MahaIT.

(q) The appointment does not give any right to a candidate for regular employment in MAHAIT.

(r) Selected Candidate's services can be terminated by MAHAIT with two months' notice. If candidate wishes to leave the services of MAHAIT, he / she shall have to give two months' notice or remittance of two months' remuneration in lieu thereof.

• **Procedure to apply :**

Eligible candidates have to email duly filled Application Form (in the format given below) attached with copies of Testimonials in support of age, qualifications, experience etc. addressed to **The Managing Director**, on hr1.mahait@mahait.org so as to reach on or before 25 /11/2021 by 1700 hrs.

Date : 12th Nov, 2021

Managing Director

Place : Mumbai

MITCLtd.