

Advertisement No: 2/2022-23/SDAU RBIC

NABARD assisted SDAU Rural Business Incubation Centre (SDAU RBIC) invites application for the following post on purely contractual basis:

Sr. No.	Post	No of Posts	Gross Salary/ month (in Lakh INR)
1.	Senior Manager (Accounting & Finance)	1	0.40

The notification, indicating qualification for the post and the prescribed application form can be accessed from SDAU website: www.sdau.edu.in

Date: /12/2023

Place: Sardarkrushinagar-385506

s/d
Nodal Officer
SDAU RBIC
S.K.Nagar
Dist: Banaskantha

Eligibility criteria for the recruitment for various posts for SDAU RBIC.

A. Criteria for the position of Senior Manager-Accounting & Finance for NABARD assisted SDAU RBIC, Sardarkrushinagar (Rs. 40,000/-)

Title	Senior Manager (Accounting & Finance)	No. of Post: 01
Essential Educational Qualifications	Full time M. Com. / MBA (with major in Finance) having minimum 55% marks	
Age Limit	Not exceeding to 35 years	
Essential Experience	<ul style="list-style-type: none"> ➤ A minimum of 3 years of experience in managing accounts, finance, tax and audit in any reputed firms ➤ Proficient in Tally and related e-filing software/portals. ➤ Should be well versed with accounting knowledge, journal and ledger entries, taxation etc. 	
Desirable qualifications	<ul style="list-style-type: none"> ➤ Understanding of the startup/FPO and rural ecosystem ➤ Knowledge of Grants and accounting of Section 8 Companies ➤ Account handling experience in a public organization or incubator will be an added advantage. ➤ Well versed with management procedures of Govt. funding, and various guidelines. ➤ In-depth knowledge of GST Act, GST registration, GST payments & GST returns filing. ➤ Excellent written, verbal and interpersonal communication, coordination skills. ➤ Highly computer literate with proficiency in MS Office and related communication tools. ➤ Self-Motivated and able to work independently ➤ Knowledge of Hindi, English and Gujarati languages 	
Job profile	<ul style="list-style-type: none"> ➤ Manage day-to-day accounting operations including taxation, accounts finalization and core accounting process. ➤ Preparing & issuing Tax invoices, payments, expense booking, preparing & maintaining vouchers ➤ Preparation of the finalization statement as required under the Companies Act 2013 ➤ Monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data, develop monthly and quarterly accounting/MIS reports for the management. ➤ Liaison with the Grant issuing authorities for any discrepancies or reconciliation ➤ Ensuring timely completion of Internal and External audit, furnishing of utilization certificates, statement of receipt and expenditure. ➤ Financial planning and management of funds. ➤ Ensuring compliance with statutory requirements. ➤ Maintenance of all documents/records/files related to funds, donations etc. and preparing the best practices and SOPs ➤ Support startups in raising funds (debt/equity/grants) by actively identifying 	

and coordinating with funding agencies/banks/financial institutions/VCs etc.

- To support management in financial due diligence of startups
- To assess the financial health of startups being incubated at RBIC on regular basis and provide inputs to management
- To support start-ups in setting up its financial and accounting systems to ensure good financial health of start-ups in long run
- To help start ups in their taxation related compliances

Note: In case of non-availability of candidate with desired qualification the selection committee may recommend candidate with related education qualification

Terms and Conditions

The following position is on a contractual basis co-terminus with the project, directly employed with NABARD assisted SDAU RBIC. For remuneration and eligibility criteria, please refer to university website <http://www.sdau.edu.in> for more information.

1. NABARD assisted SDAU Rural Business Incubation Center (SDAU RBIC) is registered as a Section-8 Company under Companies Act, 2013. The terms and conditions of appointment shall be revised accordingly as per the regulations of Section 8 applicable for its employees.
2. The candidate should ensure that he/she fulfills the eligibility criteria for the post. His/ Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfy the prescribed eligibility criteria.
3. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of NABARD assisted SDAU RBIC in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
4. Persons employed in Government/ Semi- Government Organizations/ Autonomous Bodies should submit their application through proper channel. Those who are unable to process their application through proper channel may submit “No Objection Certificate (NOC)” from present employer at the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
5. Candidate should submit a certificate from the employer/ competent authority that no vigilance/ disciplinary case either pending or contemplated against him/ her.
6. NABARD assisted SDAU RBIC shall verify the antecedents/ documents submitted by the candidate at the time of appointment or during the tenure of the service. In case it is found that the documents submitted by the candidate are fake or the candidate antecedents and has suppressed the said information, his/ her services at the SDAU RBIC shall be terminated.
7. NABARD assisted SDAU RBIC strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
8. NABARD assisted SDAU RBIC reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate’s qualification, suitability, experience, etc.

9. Applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
10. Any dispute with regards to the selection/ recruitment process will be subjected to Courts having jurisdiction of Sardarkrushinagar.
11. He/she shall not be entitled to claim any travelling allowance for appearing in the selection process and for the journey to join this contractual service.
12. Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of submission of application i.e. 08/01/2024.
13. Candidates have to send the hardcopy of application along with the other supporting documents to Nodal Officer, NABARD assisted SDAU RBIC, University Bhavan, Sardarkrushinagar- 385 506, Gujarat on or before 08/01/2024. The envelope should be super scribed with the name of the post applied for.
14. No interim enquires will be entertained.
15. NABARD assisted SDAU RBIC reserves the right of rejecting any or all the applications without assigning any reasons thereof.

Nodal Officer
NABARD assisted SDAU RBIC

NABARD assisted SDAU Rural Business Incubation Centre, Sardarkrushinagar

1. Personal details						
Full Name (in Capital Letters):						
Date of Birth (dd/mm/yyyy):						
Contact Address with pin code:						
Contact Number:				Email id:		
Gender:		Marital Status:		Nationality:		
Category:						
	SC		ST		OBC	
			Differently abled		EWS	General

2. Educational Qualifications						
Sr. No	Degree/ Diploma	University/ Institution	Main Subjects	Year of passing	% of Marks or CGPA	Class/ Division
1	PhD					
2	Post-Graduation					
3	Professional Qualification/ Executive courses					
4	Graduation					
5	Higher Secondary Class XII					
6	Secondary Class X					

3. Any experience in working in Accounting & Finance with start-ups/Incubators/FPOs

4. Work Experience					
Sr. No	Employer	Duration of service		Designation	Brief of responsibilities handled
		From (mm/yy)	To (mm/yy)		

Total experience _____ years; _____ months (At the time of date of application)

5. Awards/ recognitions/ Professional Affiliations			
Sr. No	Appointment/ Nomination/ Recognizing Body	Month & Year	Brief details of Award/ Recognitions etc.

6. Have you faced any disciplinary/ penal action by any of your employer? YES/ NO:
If the answer to any of the above is “YES”, full details must be furnished.

7. References (3)

8. Any other information regarding your expertise and experience you wish to highlight:

Declaration:

I hereby declare that all the statement/ particulars made/ furnished in this application are true, complete and correct to the best of my knowledge and belief. I also fully understand that in the event of any information furnished being found false, incomplete or incorrect at any stage, my application/ candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated from the post, without any notice and without prejudice to any other legal/ penal action that the institute may initiate, as deemed fit.

Signature of the applicant

Name of the applicant

Place:

Date: