

KONKAN RAILWAY CORPORATION LIMITED
(Govt. of India undertaking)

CO-13014(11)/2/2024-PERS(60358)

Date: 06/08/2024

VACANCY NOTICE NO. CO/P/RE/04/2024

To meet the immediate workforce requirement, the Corporation invites applications for one post of Sr. Account Assistant/Ratnagiri in the prescribed format - Annexure A (attached).

Details of the post are as under :

1	Organization	Konkan Railway Corporation Limited.
2	Title & No. of Post	Sr. Account Assistant/Ratnagiri – 01 Post.
3	Location	The headquarters will be at Ratnagiri. However, as per administrative requirements, the candidate may be required to work anywhere in Konkan Railway's jurisdiction.
4	Service	Retired from Indian Railways/CPSU's
5	Term of appointment	Re-employment basis
6	Period of re-employment	02 Years
7	Age as on the date of notification	The maximum age shall not be more than 65 years as on the date of Notification
8	Scale of Pay	7 th CPC Pay Matrix Level-06. (Grade Pay Rs. 4200) Pay and allowance will be governed as per the Railway Board Guideline issued from time to time (i.e., last month's basic minus pension). Allowances are applicable on the last basic pay without deducting pension.
9	Educational qualification, eligibility criteria, work experience	i) Bachelor of Commerce. ii) The candidate should have work experience in any of the CPSEs / Govt departments in Accounts & Finance and should have work experience related to contractual and vendor payments, establishment payments, finalization of books of accounts.
10	Job description	1. Verification of Bills all miscellaneous and petty bills viz. Insurance, Electricity, Telephone, Water, Legal, office expenses, Entertainment bills, Medical bills, Imprest bills, fuel bills etc. 2. Internal Check and payment of various Allowances to Employees and processing of salary through Payroll module. 3. Compliance to TDS Provisions in all the payments- Income Tax, GST TDS, Profession Tax. Timely remittance of Income

		<p>Tax,GST TDS, B&OCW Cess to concerned authorities along with Quarterly e-filing of TDS/TCS (26Q/27EQ) and Monthly GST-TDS filing,generation of Form-16A and Form 27D</p> <p>4. Prepare, review monthly GST liability, based on GST output ledgers, Reconciliation of the same with Revenue Ledgers and GST liability on Advances and RCM Liability on a monthly basis.</p> <p>5. Accountal of Inventory valuation for limited review and Annual Accounts closing. Maintenance of Fixed Asset Register and updation of Capital/WIP Statements. Review and Scrutiny of various suspense heads on monthly basis .</p> <p>6. Preparation of all relevant Schedules for finalisation of Accounts and Audit reply.</p> <p>7. Bank Reconciliation of all the Bank Accounts</p>
11	Photo Copies	<p>a) Self-attested photocopies of certificates of qualifications.</p> <p>b) Self-attested photocopy of Pension Payment Order (PPO).</p>
12	Other Documents	<p>a) Curriculum Vitae (CV) in a separate sheet.</p> <p>b) Recent Passport size photographs (02 nos.)</p> <p>c) Self-attested copy of proof of date of birth.</p>
13	Web Address	www.konkanrailway.com
14	Closing Date	16/08/2024

Important Note:

[I] Medical Facility :

Re-employed personnel who join KRCL after 55 years of age and his / her family members will be entitled to reimbursement of premium of any recognized insurance company subject to an upper ceiling limit of Rs. 1350/- per month, i.e., Rs. 16,200/- per annum for self and family together for indoor treatment. The reimbursement of payment will be made on the production of the original receipt.

For outdoor treatment, Re-employed personnel will be eligible for re-reimbursement of a maximum of Rs. 1500/- per month or actual upon submission of necessary medical bills/vouchers with a copy of the prescription.

Re-employed personnel will not be entitled for any medical facility from medical department of Konkan Railway.

Note : Re-employed personnel availing the medical facility from his previous employer will not be eligible for above medical facility of Konkan Railway. He/she has to give the declaration regarding the same at the time of joining Konkan Railway on re-employment basis.

[II] Applications in prescribed format (Annexure – A) and complete in all respects along with enclosures, clearly mentioning the above Notification No. and Post applied for should reach to Deputy Chief Personnel Officer/HQ on email id : krclredep@krcl.co.in on or before 16/08/2024 by 17:30 hrs. Applications received after this date/time will not be entertained. Above selection is subject to vigilance and D&AR clearance of candidate, if required. Candidates are warned that submission of false information will render them liable for immediate dismissal, if selected without any notice or disciplinary action. Konkan Railway Corporation Ltd. holds all the right to alter the number of vacancy and other procedure or cancel the recruitment against this notification as it may deem fit without citing any reason. No correspondence will be entertained from or on behalf of ineligible candidates.

Enclosed: - Annexure "A"

Date : 06/08/2024
Belapur.

(Anurag Meshram)
Chief Personnel Officer
Konkan Railway Corporation Ltd.

FORMAT OF APPLICATION FOR THE POST OF SR. ACCOUNT ASSISTANT

ANNEXURE 'A' OF VACANCY NOTICE NO. CO/P/RE/04/2024 DATED 06/08/2024

Paste a recent passport size photograph with signature across

Name	
Father's Name	
Date of Birth	
Age as on date of notification	_____Years_____Months_____days.
Designation and Grade Pay at the time of retirement	Designation _____ Grade Pay_____.
Period of service (service certificate to be enclosed)	
Details of work experience in any of the CPSEs / Govt departments in Accounts & Finance.	Details of work experience: Duration : ____years ____months
Details of work experience related to contractual and vendor payments, establishment payments, finalization of books of account	Details of work experience: Duration : ____Years ____Months
Period of regular service in Accounts departments	____ Years _____ Months
Education Qualification	
Community (GEN/OBC/SC/ST)	
Address for communication	
Email ID	
Telephone /Mobile No	

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and I will be liable for punitive action, if any of these is / are found incorrect/ false. I also declare that I have gone through the terms and conditions stipulated in notification and I shall abide by them.

Date:
Place:

Signature of Applicant

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