

**Notice for Appointment of Accounting Matters Consultant**

Applications are invited for Appointment of Accounting Matters Expert/Consultant from a Chartered Accountants / CWA firms for a period of Six months and thereafter, the period may be extended for six months, if the performance is found satisfactory on a monthly Retainership of Rs. 40,000/- per month plus Service tax. No other fees and expenses will be paid for the matters presented before the Auditors or otherwise.

*The Scope of work includes*

- (i) Assistance and Guidance in preparation of Financial Accounts including the Notes of Accounts and formulation of closing guidelines;*
- (ii) Assistance and guidance for liaisoning with Statutory Auditors, Internal Auditors and CAG auditors;*
- (iii) Fixed Assets Accounting and Register preparation as per Companies Act 2013.*
- (iv) Any other work relating to Finance and Accounts.*

*The following documents duly self-attested by the applicants are required for consideration:-*

- (i) Bio-Data*
- (ii) Photocopy of Educational Qualification / Professional Qualification*
- (iii) Experience details*

*The last date of submission of application = 16<sup>th</sup> May, 2016 at 5.00 PM*

*The application Performa is enclosed herewith. The application will be received in the office of CAO (HQ) at N-36, DSIIDC, Connaught Place, Delhi 110001*



(M.C. Jain)

Chief Accounts Officer (HQ)

**APPLICATION FOR APPOINTMENT OF CONSULTANTS FOR ACCOUNTING AND SERVICE  
TAX MATTERS IN DSIIDC**

1. *Name of the firm* :
2. *Type of firm*  
*( Sole Proprietorship/ Partnership)* :
3. *Office Address* :
  
4. *Phone Number(Landline/ Mobile)* :
5. *email address* :
6. *Education/Professional Qualification*  
*(of Sole Proprietor/ of all the Partners )* :
7. *Experience (Profession Assignment &  
Achievement for last more than 5 years)* :

Recent passport size photograph duly self- attested
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**Declaration by Applicant**

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge & belief. I understand & agree that in the event of any information being false or incorrect or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the Competent Authority.

Date:  
Place:

(Signature of Applicant)