

Notice for Appointment of Service Tax Consultant

Applications are Invited for Appointment of Service Tax Consultant from a Chartered Accountants / CWA firms for a period of Six months and thereafter, the period may be extended for a 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 Taxation authority or otherwise.

The Scope of work includes Service tax matters including day to day consultancy on various matters/ opinions, assistance in preparation of returns/ replies / calculation of taxes due on monthly basis, representation before Service tax authorities on various matters (as and when required) and includes the work pertains to earlier years as well etc.

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 = 16th 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

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:

(Signature of Applicant)

Place: