

Centre of Excellence for Khadi

Set up by KVIC, Ministry of MSME

In association with National Institute of Fashion Technology



F No. CoEK/Admin/Trainees/2022-23

10.01.2023

To

The Director (T & P)

Institute of Cost Accountants of India,

12, Sudder Street, Kolkata-700016

Sub: Requirement of One Intermediate pass/final Student of The Institute of Cost Accountants of India (ICAI) for imparting Industrial/practical training in Accounts Division of The Centre of Excellence of Khadi (CoEK)-Reg.

Dear Sir,

The Centre of Excellence for Khadi has been set up by the Ministry of MSME to address the needs of the Khadi & Village Industries (KVIC) in India. The objective is to help Khadi Institutions (KIs) to effectively design, produce and market high quality differentiated khadi products in the Indian and global market. CoEK is a centre for experimentation to innovate and design khadi fabrics for apparel, accessories and home fashions. The CoEK is set up at Delhi, Kolkata, Ahmedabad, Bengaluru and Shillong as a Hub & Spoke Model.

Details of positions, location, qualifications, and stipend are mentioned in the following:

1. No. of Trainees : 1 (One)
2. Training Duration : 2 (Two) years
3. Age : Maximum 30 years as on 01.01.2023
4. Eligibility : Candidates must have passed Intermediate Examination of The Institute of Cost Accountants of India (ICAI).
5. IT Knowledge : Tally Prime Software, MS Office (Word, Excel, Power point Presentation), internet, Google Sheet etc.
6. Accounts Knowledge : Knowledge of Cost Centre, Cost Category, Budgets, Voucher, Ledger, cashbook, Trial balance, Receipts & Payments, Income & Expenditure and Balance Sheet. Maintenance of Stock Records & Fixed Assets Records and its Reconciliation. Bank Reconciliation (BRS), GST, TDS and GST TDS and preparation of MIS.
7. Location : South Delhi
8. Working days : 5 days per week, Saturday and Sunday are weekly off.
9. Working Hours : 9:30am to 5:30pm
10. Leave : The trainee will be entitled to leave as admissible as per NIFT norms.
11. Study Leave : 15 days Study leave in addition to Sl. No.7
12. Stipend : The revised stipend would be applicable as per ICAI Circular No. DOS/8/09/2018-19 dated 10.09.2018 for Metropolitan

13. Others

:

"A" Grade Cities.

1. On satisfactory completion of the training, the trainee will be issued a certificate by the Institution in respect of the training undergone.

2. The trainees on completion of their training shall not have any right for employment in CoEK being a part of course Curriculum.

Applicant may please submit latest CV along with a Passport size photograph to headfaa.coek@nift.ac.in on or before 20th January 2023. **The Candidates who is willing to join from 1st February 2023 needs only to be applied.**

You are requested to kindly circulate /display among intermediate pass/Final students and display it in the Institute's website.

Warm regards,



CMA Ujjal Datta

(Head-Finance, Accounts & Administration)

CC: Director, CoEK