

Government
of India
Ministry of
Minority
Affairs

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of
2002)

House,
Marg (Palton Road)
400001.

Haj
7-A, MRA
Mumbai-

Ref No.: HC-02/03/2022
Date: 08.03.2024

NOTICE FOR INVITING APPLICATIONS

REQUIREMENTS FOR ONE Sr. CHARTERED ACCOUNTANT &
Jr. CHARTERED ACCOUNTANT IN HAJ COMMITTEE OF
INDIA, MUMBAI.

Haj Committee of India, Mumbai, is statutory body under the administrative control of the Ministry of Minority Affairs, Government of India. Its Headquarter is located in Mumbai.

Haj Committee of India invites application from the Chartered Accountants from the **reputed Mumbai based firms** (The firm should be on the panel of the CAG at the time of making application) for engagement of one 'Senior Chartered Accountant' and one 'Junior Chartered Accountant' in Accounts Section of HCOI purely on contractual basis for one year.

The detailed terms & Conditions are enclosed herewith. The interested CA from the reputed firms can submit their application to Haj Committee of India on following address on or before **16.03.2024**.

The Chief
Executive
Officer, Haj
Committee of
India,
Haj House, 7-A,
M.R.A Marg, (Palton
Road),

Mumbai-400001.

(Leyaqat

Ali Aafaqui, IRS)

CEO, Haj Committee of India.

Terms & Conditions and Job Description for Engagement

1. Period of Contract:

One year. It may be extended by another year, subject to satisfactory performance.

2. Qualification:

i. Chartered Accountant from reputed Institute.

- Knowledge of English & Hindi.
- Knowledge of MS Office, Excel, Tally and working on a computer

3. Experience:

The applicant should be professional in accountancy and auditing. The minimum 20 years of experience for Sr. Chartered Accountant is required and 10 years of minimum experience is required for Jr. Chartered Accountant (submission of FCA/ACA certificate is must).

Experience in accounting compilation of final accounts, financial planning/management. Applicant should have good problem solving skills & decision making ability along with good time management skills. Applicant should have a grasp of the fundamentals of budgeting, analysis, compliance, risk management, Investment, internal auditing and accounting principal and taxation.

4. Terms of Payment:

Consolidated fixed monthly remuneration of ₹.40,000/- excluding taxes if any will be paid to Sr. Chartered Accountant and ₹.25,000/- will be paid to Jr. Chartered Accountant. No other allowances viz. DA, Accommodation, residential phone, conveyance/Transport, personal staff, medical reimbursement, HRA and LTC etc. would be admissible.

Remuneration will be paid as Professional Services and Income Tax or any other tax is liable to be deducted, as per the prevailing rules.

5. Job Description for Sr. Chartered Accountant:-

- Preparation / consolidation of all Accounting records for Annual accounts collection of details of assets and Liability information from all sections under their domain. Coordination, facilitation, guidance, planning organization for making accounts. Coordination for auditing of the Annual Accounts of Haj Committee of India.
- Planning for efficient monitoring, reporting and upkeep of financial and accounting records (including earnings, revenue, assets, expenditure & payment, liabilities and loans), information including drafting templates and format. Imparting Training and organizing meetings/conferences in related matters.
- Flagging risks related/affecting to finance, accounting & investment of organization.
- Assist CAG Auditor during their audit period.
- Compiling /Monitoring of daily accounts and guiding the staff in passing entries in book of accounts.
- Verification of Income tax, Professional Tax, E-TDS and PF & its returns.
- Preparation of statements for the financial years.
- Handling queries raised by CAG audit.
- Filing TDS returns of the Haj Committee of India.
- Filing of Form-16A & Form-16 of the employees (with salary income only).
- Internal Audit of Accounts of Haj Committee of India.

- Compilation of accounts for the financial year.
- Any other work assigned by Competent Authority of this Office.
- The position is full time and shall be based at Mumbai.

2. Job Description for Jr. Chartered Accountant:-

- Filing of Income Tax Return, Preparation of Grounds of Appeal for Income Tax. Preparation and filing of online reply for various notices received from Income Tax authorities. Also suggestions/ advice should be provided on duties & taxation matters from time to time.
- Compiling /Monitoring of daily accounts and guiding the staff in passing entries in book of accounts.
- Verification of all accounting vouchers / transactions i.e. purchase, sale, receipts, payments, journals, travelling bills and debit / credit notes.
- Verification of current assets, current liabilities, advances, deposits paid / receipts, debtors, creditors and its reconciliation.
- Verification of all bank payments, vouchers and documents.
- Verification of cash/bank reconciliation statements on quarterly basis.
- Verification of investments kept by HCOI with public sector bank.
- Preparation of Income tax, Professional Tax, E-TDS and PF & its returns.
- Preparing/submission of Form-16A & Form-16 of the employees (with salary income only).
- To Assist Sr. CA in Internal Audit of Accounts of HCOI.
- Assist Statutory Auditor, CAG Auditor during their audit period.

- Any other work assigned by Competent Authority of this Office.
- The position is full time and shall be based at Mumbai.

3. Confidentiality and Secrecy :

During the period of assignment with the Haj Committee of India the CA's would be subject to the provision of the Indian Official Secrets Act, 1932 and will not divulge any information gathered by her/him during the period of assignment to anyone who is not authorized to know the same.

4. Revision of Terms & Conditions of Engagement:

Notwithstanding any provision of this advertisement, where it is necessary to do so, the HCOI may revise any terms and conditions of engagement of CA's.

5. Conflict of Interest:

CA's will be expected to follow all the rules and regulations of the HCOI. They will be expected to display utmost honesty of office and sincerity while discharging their duties. In case the services of the said CA's of firms are not found satisfactory or found in conflict with the interest of the Haj Committee of India, their services will be liable for discontinuation without assigning any reason. Dispute, if any, will be subject to Mumbai jurisdiction only.

6. Submission of application:

The application should be submitted with self-attested copies of all the requisite documents through offline mode (Speed Post/Courier/By Hand) only. **The application should be submitted to Haj Committee of India on or before 16.03.2024** at the following address:-

The Chief
Executive
Officer, Haj
Committee of
India,
Haj House, 7-A,
M.R.A Marg, (Palton

Road),
Mumbai-400001.

(Leyaqat

Ali Aafaqui, IRS)

CEO, Haj Committee of India.

1. Computer Cell, HCOI for uploading the advertisement on HCOI website.
2. Notice Board.