

**RECRUITMENT OF SENIOR EXECUTIVE – CHARTERED ACCOUNTANT ON REGULAR BASIS**

GIC Housing Finance Ltd. invites applications from Indian citizens for appointment for the post of Senior Executive – Chartered Accountant on regular basis.

VACANCIES AND OTHER DETAILS IN RESPECT OF POST AS DETAILED BELOW:

Post	No. of Vacancies	Age (years) as on 28-Feb-2019		Qualification	Post Qualification Experience as on 28-Feb-2019
		Min	Max		
Senior Executive – Chartered Accountant	2	21	35	Chartered Accountant (CA) from Institute of Chartered Accountants of India.	Desirable 1 year experience in/with a Chartered Accountant firm engaged in statutory / internal / Concurrent Audit of Banks. Employment in a Bank with credit exposure is desirable. Specific Skills required: Working Knowledge on MS Office tools

JOB PROFILE:

- Analyses and concludes on effectiveness and efficiency of control environment.
- Handling corporate statutory audits, tax audits.
- Responsible for Budgeting and reporting; Forecasting and investigating finance and accounting issues.
- Handling GST and Tax related matters.
- Good knowledge of accounting standards/ IND AS/ IFRS.
- Handling fixed assets audits/ fixed assets registers
- Preparing Financial Statements.
- Responsible for checking all Bank entries including, Purchase, Sale, Expenses.
- Conducts risk assessments and identifies controls in place to mitigate identified risks.
- Identifies control gaps and opportunities for improvement.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ALM

EMOLUMENTS:

POST	GRADE	SCALE OF PAY
Chartered Accountant	Senior Executive	32795-1610(14)-55335-1745(4)-62315

The scale of pay applicable to the grade is furnished above. The officials will be eligible for DA, HRA, CCA, PF, Co. Contribution to PF, Mediclaim Facility etc. as per rules of the company in force from time to time. Approximate package starting would be Rs. 10 Lacs per annum CTC

OTHER CONDITIONS:

- A. **Type of employment:** Regular on Permanent Basis.
- B. **Probation:** The selected candidates will be on probation for a period of 12 months, on successful completion of which they will be absorbed in to the cadre.
- C. **Training:** Candidates selected will be subjected to institutional and on-job training for a period not exceeding 12 months.
- D. **Promotion Opportunities:** Candidates are eligible for promotions as per the promotion policy of the Company.
- E. **Lateral Movement:** Recruited candidates may be considered for working in other verticals depending upon administrative exigencies.

SELECTION PROCESS: Shortlisting and Interview

Interview: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisted candidates will be called for interview. The decision of GIC HF to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

PLACE OF POSTING: Mumbai, Maharashtra

HOW TO APPLY:

DETAILED GUIDELINES

- Interested candidate have to email their documents mentioned below to HR department.
(Email id- hrdept@gichf.com)
- Documents required are mentioned below:
 - 1 Passport size photograph
 - Resume
 - Self-attested PAN Card copy
 - Self-attested Aadhaar Card copy
 - Address Proof (Driving license, Passport, Voter ID, etc.)
 - Academics mark sheet and certificates–
 - CA
 - Post-Graduation (if any)
 - Graduation
 - XII
 - X
 - Achievement Certificate (If any)
 - Work ex certificates (If any)
 - Last drawn salary slip (If any)