

## **Recruitment of Consultant and Hindi Translator in MGIRI, Wardha**

### **1. Name of the Post: Consultant (Internal Audit, tax matter& compliances)**

**Nature of Appointment:** On contract basis.

**Salary:** Rs 20,000/- per month (consolidated)

**Job Profile:** Overall guidance on accounts (Internal supervision of accounts, Tax matter compliances, support in budget preparation, preparation and submission of quarterly and annual demands for funds, preparation & filling of online GST Returns, GST TDS Returns, deduction of tax at source under income tax act, professional tax act, uploading of income tax, professional tax and other statutory taxes of the institute), attending audit related issues, assisting in dealing with the Charity commissioner for various statutory matters of institute and submission of statements under FCRA, Advice on financial matters as and when required by the Director/In charge, preparation of financial statement, unspent balance, fund utilization certificate for institutional and externally funded projects etc. (on or before the 15<sup>th</sup> day of completion of quarters and financial years).

**Tenure:** Initially till 31 March 2022, extendable up to 1 year. Continuation of the service is based on performance and up to attaining age of 65 years. Consultant attaining age of 65 will not be permitted to continue service.

#### **Eligibility Criteria:**

CAG empanelled Chartered Accountant/firm with 7 years' experience.

**Desirable:** At least 3 years' experience in Govt. Institutes/Autonomous bodies/public sector undertaking etc.

### **2. Name of the Post: Hindi Translator**

**Nature of Appointment:** On contract basis.

**Salary:** Rs 18000/- per month (consolidated)

**Job Profile:** Translation (English to Hindi) and typing of office documents (in Hindi) such as annual report, training manuals, letters etc. preparation of quarterly/annual report of Rajbhasha and online submission, making reply related to the Rajbhasha Vibhag./Min. of MSME, Government of India, assisting in organization of monthly/quarterly meeting, workshop for review of activities of Rajbhasha vibhag.

**Tenure:** Initially till 31<sup>st</sup> March 2022, extendable up to 1 year. Continuation of the service is based on performance and need.

**Eligibility Criteria:** Graduate in Hindi and English as one of the subsidiary subject.

**Desirable Qualification:** Postgraduate in Hindi/Translation and at least one year experience.

Suitable candidates may apply along with supporting documents such as qualification, experience etc. to The Director, Mahatma Gandhi Institute for Rural Industrialisation (MGIRI), Maganwadi, Wardha – 442001(Maharashtra) by post or to email – [director.mgiri@gmail.com](mailto:director.mgiri@gmail.com) on or before 12.03.2021.