



**National Entrepreneurship Resource and Co-ordination Hub  
(National E-Hub)  
Pradhan Mantri YUVA Yojana  
(Ministry of Skill Development and Entrepreneurship,  
Government of India)  
NIESBUD, A-23, Sector-62, NOIDA, U.P.**

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**National E-Hub**, invites applications for the Post of **Support Team Member (STM)- Finance** in National E Hub at Noida under the Scheme purely on contractual basis up to March 2022.

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<b>Sl. Name of the Position</b>	<b>No.</b>	<b>Remuneration (Per Month)</b>
1. STM -Finance	01	Rs. 50,000/- per month (Maximum)  Commensurate with the experience and last drawn salary.

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Edu. Qualification – Post Graduate in relevant fields  
Min. Exp- 05 Years  
Maximum Age-35 years

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The relevant details are available [www.niesbud.nic.in](http://www.niesbud.nic.in) .Applications can be mailed to [ashish.pmyuva@nic.in](mailto:ashish.pmyuva@nic.in) latest by **5.00 P.M. on 27.08.2021.**

**National Project Director**

## **Support Team Member (STM) / Consultant - Finance**

### *Position Objective:*

The position will report to the Senior Manager- Deployment. The position will take care the financial matter of the project and coordinate with the project institute.

### *Responsibilities:*

- 1.1.1 Monthly financial closure of National E-Hub, Nodal E-Hubs and other entities in accordance with generally accepted Accounting Principles, Indian Accounting Standards and Company financial policies.
- 1.1.2 Coordinate and record all consolidations activities of all the Nodal E-Hubs, management reporting, variance analysis – planned Vs. budget etc.
- 1.1.3 Prepare monthly, quarterly and annual financial reporting packages to satisfy internal and external reporting requirements.
- 1.1.4 Work with external auditors for the annual audits of the Scheme.
- 1.1.5 Complete monthly account reconciliations in a timely manner and communicate any material exposure to the National Project Director.
- 1.1.6 Statutory compliance process & records maintenance.
- 1.1.7 Ensure timely and accurate filing of TDS returns, annual returns, service tax, bank reconciliations, foreign currency regulation act etc.
- 1.1.8 Evaluate the accounting or financial reporting impact of operational decisions.
- 1.1.9 Proactively recommend actions to strengthen and streamline processes to improve timeliness of information and reduce errors.
- 1.1.10 Assist with the execution of quarterly reviews and year-end financial audits.

### *Essential Qualification and Experience:*

- 1.1.11 Post Graduate Degree in Commerce from a recognised Institution.
- 1.1.12 Minimum 05 years' post-qualification experience of functioning in Accounts/Finance Department of a large organisation.
- 1.1.13 Experience must be in the areas of drafting of Accounts, maintenance of Books of Accounts, Financial Reporting, in-depth knowledge of balance sheets, Preparation of Budgets, Bank Reconciliation, and Statement maintaining relations with Banks, PF and Income Tax authority's engagement with Auditors, efficient in working on Tally etc.

### *Maximum Age*

- 1.1.14 35 years.

## PROCEDURE FOR APPLYING

- a. There is no prescribed format of application. The Curriculum Vitae should include all the relevant details so as to adjudge the eligibility of the candidates in terms of the prescribed qualifications and experience. The C.V. should include the applicant's educational qualifications; complete employment history, in chronological order along with brief details of earlier assignments; responsibilities handled; compensation; contact details; date of birth etc. The applicant should also invariably indicate the minimum time required to join the duties, in case of selection.
- b. The self-attested copies of all the relevant testimonials should also be sent along with the applications.
- c. The applicants in Government/Public Service may **either** route their applications through the present employer **or** produce a No Objection Certificate at the time of interview failing which they will not be further considered for the position(s).
- d. **No TA/DA** for appearing for the interview is admissible.
- e. ***Only applications sent to the designated e-mail address by the due date and time specified will be considered for review. No hard copies need to be sent and/or will be accepted.***

## MISCELLANEOUS

- a. The actual remuneration package will depend upon the relevant qualifications, experience, last drawn salary of the candidates.
- b. Mere possession of the qualifications etc. does not entitle an applicant to be further considered for the position(s).
- c. The National E-Hub reserves the right to suspend the recruitment, change the numbers and location of appointments and / or reject all or any applications.
- d. Applications with incomplete information will be summarily rejected.
- e. The National E-Hub does not assume any responsibility for technical delays. The applications uploaded beyond **1700 Hrs. on 27-08-2021** will be rejected summarily.
- f. Any questions regarding positions, procedure etc. can be mailed at ***ashish.pmyuva@nic.in***