

# GUWAHATI UTILITIES COMPANY LIMITED

(CIN U38110AS2023PLC024235) (GSTIN: 18AAKCG3120G1D3)

4<sup>th</sup> Floor, Tripti Tower, Ganeshguri, Guwahati-06, Assam

E-mail: [mdguclindia@gmail.com](mailto:mdguclindia@gmail.com)

**Advertisement No. 01/2025**

**Dated: 8<sup>th</sup> January 2025**

Applications are invited from interested candidates upto 18<sup>th</sup> January, 2025 till 05:00 P.M. for filling up the post of one **Accountant cum Cashier** on purely contractual basis under the O/o the Managing Director, Guwahati Utilities Company Limited, 4<sup>th</sup> Floor, Tripti Tower, Ganeshguri, Guwahati-06, Assam as per the below mentioned terms and conditions:

**1. No. of positions:** 01 (one)

**2. Eligibility Criteria:**

**A. Age:** The applicant must be below 38 years as on 01-01-2025.

**B. Qualification and Experience:**

- B.Com from recognized University/Institute with more than 50% or equivalent mark/grade having minimum 4 (Four) years of post qualification experience in accounting.

OR

- M.Com from recognized University/Institute with more than 50% or equivalent mark/grade having minimum 2 (Two) year of post qualification experience in accounting

**3. Skills:**

- Strong understanding of Government Accounting, Budgeting & Audit systems.
- Familiarity with financial norms & reporting of Government schemes/missions etc.
- Timely handling of issues pertaining to financial matter.
- Knowledge of GST return, TDS filling etc.
- Exceptional degree of integrity, judgement and tact in handling the most sensitive, diverse and confidential material.
- Strong communication skills in English, Hindi and Local Language.
- Must be computer savvy with sound working knowledge of MS Office/Tally/Internet etc.

**4. Statement of objectives and deliverables:**

The accountant cum cashier will deliver the following

- Maintenance of books of accounts (cash books, ledgers, etc.).
- Preparation of cheques for making payments.
- Assisting in income tax, GST, VAT, Professional Tax and other related matters.
- Checking of bills, invoices, etc.
- Assist Finance Officer, GUCL in other accounts and finance related matters.
- Any other works assigned by Managing Director from time to time.

## **5. Place of Work:**

The Accountant cum Cashier has to work at the premises of O/o the Managing Director, GUCL, 4th Floor, Tripti Tower, Ganeshguri, Guwahati-06, Assam.

## **6. Terms of assignment:**

The assignment will be for a period of one year and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be on full time basis and selected candidate would not be permitted to take up any other assignment during the period. The employee/employer may terminate the employment agreement with one month written notice.

## **7. Terms of Payment and leave eligibility:**

- Consolidated remuneration of Rs. 25,000/- w.r.t services provided during the Term of Contract, at the end of every calendar month.
- Selected candidates will be eligible for an annual Casual Leave of 12 (twelve) Working days.
- Additionally, paid sick leave of maximum of 10 days in a year may also be granted subject to production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without pay.

## **8. How to apply:**

- Candidates are requested to submit their resume (along with a photograph) and the following documents
  - i) Class-X Admit Card (clearly indicating DOB)
  - ii) Aadhar card/Voter ID
  - iii) Education qualification documents (HSLC onwards upto level of qualifying examination)
  - iv) Experience Certificates
- Applications to be submitted through email only to [mdguclassam@gmail.com](mailto:mdguclassam@gmail.com). No hard copies will be accepted.
- Last date of Application is **18<sup>th</sup> January, 2025 till 5 P.M.**
- No application will be received through fax/post/courier/physical delivery.
- The candidates should maintain and operate an email during the duration of the recruitment. All correspondences will be through email only.

## **9. Selection Criteria**

The following steps will be taken to select candidate in most transparent and fair manner:

**Step I:** Short listing of applications on the basis of those fulfilling essential and desirable qualifications.

**Step II:** Written test on core competency (in case of higher number of candidates).

**Step III:** Final Interview

### **Note:**

- No TA, DA or expenses of any kind will be paid for attending the interview.
- In case of any confusion, the decision of the MD, GUCL will be final.

Sd/-  
Managing Director  
Guwahati Utilities Company Limited  
Guwahati-06, Assam