

M/s. A-1 FACILITY AND PROPERTY MANAGERS PVT.LTD

WALK-IN INTERVIEW FOR THE POST OF

CHARTERED ACCOUNTANT (CA)

ON

19.08.2025

AT

09:30 A.M. to 10:30 A.M.

FOR DEPLOYING AT

TATA MEMORIAL HOSPITAL

Job Summary:

The candidate shall be responsible for managing statutory compliances, financial reporting and documentation.

Key responsibilities shall include the following:

1. Reviewing Capital expenditure (Capex) Procurement Files from various units of TMC in line with General Financial Rules (GFR), and Government notification / circulars issued from time to time.
2. Expertise in Balance sheet preparation, ledger scrutiny inter unit, Reconciliations, handling balance sheet related work, preparing audit schedules assisting in bank reconciliation and ensuring accurate finalization of statements.
3. Managing Statutory returns filing including:
 - a) GST: GSTR-3B, GSTR-7(TDS) and Annual Returns.
 - b) Income Tax: TDS Returns (Salary & Vendor Payments), Forms 10 B, 10BD & 10BE.
 - c) FCRA Returns (by 31st December) & Charity Commissioner submissions (by 30th September).

4. Preparation of monthly MIS reports, supporting audit documents and verifying assets/liabilities and mainly FAR as per AS, IND AS.
5. Ensuring timely compliance to avoid penalties and meet government audit standards.
6. Monitoring CSR fund utilization from ledger & fund received as per MOU and documentation, including filing CSR-1 with the ministry of Corporate Affairs (MCA) and adhering CSR Regulations from time to time.

The candidate shall possess in-depth knowledge of ICAI Accounting Standards (AS), Government Financial Regulations and should be able to work independently under time-bound frameworks and willing to travel to various units of TMC for compliances.

Eligibility Criteria:

Qualified Chartered Accountant (CA) from ICAI with 2-3 years of relevant experience in audit, statutory compliance and financial reporting. Experience in hospital/ government sector preferred.

Remuneration: Rs. 85,000/- per month.

Eligible Candidates may attend the interview at H.R.D. Department, Outsourcing Cell, 4th floor, Service Block Building, Tata Memorial Hospital, Dr. E. Borges Road, Parel, Mumbai – 400012. The candidates are required to carry their **updated Resume, Passport size Photograph, xerox copies of Aadhaar card, PAN card, Educational Certificates and Experience Certificates**. In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly.

All outstation candidates are required to make a note that accommodation will not be provided.

(We, M/s. A-1 Facility and Property Managers Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis).

(Sd/-)

Supervisor

M/s. A-1 Facility and Property Managers Pvt. Ltd.