

## **The British India Corporation Limited**

The British India Corporation Ltd (BIC Ltd.), a Government of India, Public Sector Undertaking was set up on 24/2/1920 under Companies Act 1956 with a aim to cater the demands of woolen and worsted goods to Indian Defence Forces, Para Military Forces, Government bodies and Indian citizen with quality and on market compatible prices.

The corporation invites applications for the following:

- Consultant (Finance & Accounts) - 01
- Consultant (Legal) - 01

### **General Conditions:**

- i) The said posts are temporary and purely of contractual nature.
- ii) The contract shall be renewed on yearly basis for a maximum period of 3 years.
- iii) The posts shall be based at Corporate Office, 11/6 Parvati Bagla Road, Kanpur.
- iv) The short listed candidates shall be called for interview through registered letters and also informed through e-mail.
- v) Candidates called for interview are required to bring original testimonials, one passport size photograph and experience certificate with them.
- vi) No TA/DA will be payable for attending interview.
- vii) Application in the prescribed form duly filled in enclosing therewith a set of attested photocopies of relevant certificates in support of qualification, age, experience and affixing passport size photograph at the space provided should be sent in sealed cover duly superscribed as "Application For The ----" as the case may be, so as to reach the address given below within 20 days from the date of advertisement:

Manager (Administration)  
The British India Corporation Limited  
11/6 Parvati Bagla Road  
Kanpur (U.P)

## Post details

Position : **Consultant Legal (Contractual basis)**

Name of the Organization : **The British India Corporation Ltd., Kanpur**

Qualification & experience : Graduate, LLB and having more than 5 years court experience in handling of issues mainly relating to sale / purchase of property and labour laws/service matters.

Candidate should have excellent communication skills and fully conversant with working on computer.

Age : Below 65 yrs

Key responsibilities :

- Should be conversant with drafting of application, plaint, rejoinder, Agreement of sale, sale deed and memorandum of understanding etc.
- Should have experience of attending to various courts of law on behalf of the company.
- Should be able to coordinate with advocates and assist to file the desired documents in the various litigations as and when required.
- Should have thorough knowledge of prevalent laws/Acts and court procedures.
- Should be able to handle all legal cases of the company and familiar with compilation of case file so as to submit the same to the advocate and competent authority as and when required.
- Should be willing to undertake any other responsibilities as may be assigned by the counsel and competent authority.

Desirable : Preference shall be given to exposure to public sector working, liaisoning with revenue department and working procedures of the different courts.

## Post details

- Position : **Consultant Finance & Accounts (Contractual basis)**
- Location : The British India Corporation Ltd., Kanpur
- Qualifications : B.Com/ M.Com with CA/ ICWA and having 15 years experience in handling independent charge of all Finance & Accounts activities. Candidate should have excellent communication skills, strong analytical skills and fully conversant with working on computer.
- Age : Below 65 years
- Key responsibilities :
1. Shouldering the independent charge of all finance and accounts activities.
  2. Determining financial objectives, designing & implementing systems, policies & procedures in co-ordination with top management to facilitate best practice financial management. He should be able to deliver under time pressure.
  3. Developing business plans and strategies for maximizing profitability & revenue generation & realize organizational goals.
  4. Formulating budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
  5. Managing the timely preparation and presentation of statutory books of accounts, financial statements and annual reports, ensuring conformance to the regulatory accounting standards.
  6. Preparation of monthly financials, Analysis of financial statement. Dealing with banks for raising term loans & working capital etc.
  7. Ensuring timely filing of returns such as TDS, Sales Tax, Excise, Service Tax and Income Tax as per the relevant acts & interfacing with Tax Auditors and regulatory authorities for assessments and remittances.
  8. Liaisoning with the subsidiary company/ branch finance & accounts teams and external advisors.
  9. Preparing funds flow and cash flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds towards the accomplishment of corporate goals.
  10. Ascertaining the fund requirements after careful analysis of budget and plans; defining disbursement plan based on functional requirements.

Desirable

: Preference shall be given to-

1. Exposure to public sector working and liaisoning with Govt. auditors.
2. Proficiency with various software applications programs including Microsoft Word and Power Point. Proficient with MS-excel for analysis and modeling.
3. Experience in Textiles industry.

## Application Form

1. Name of the candidate  
(In Block letters) -----
  
2. Father's Name -----
  
3. Date of Birth -----
  
4. Local Address -----  
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5. Permanent Address -----  
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6. Contact details      Phone: -----  
   Mobile: -----  
   E-mail: -----
  
7. Expected remuneration p.m.: -----
  
8. Educational Qualifications: (High School / Matriculation onwards)

Name of Exam Passed	Name of college/ institution	Name of the University	Year of passing	% of Marks

9. Total work experience

Name of the organization with address	Post held	Total salary drawn	Period of Service		Designation of reporting officer	Nature of duties
			From	To		

- Note:** i) Details should be started from the present organization.  
 ii) Additional sheet may be attached in case space provided for educational qualifications and work experience is not sufficient.

Date: -----

Signature of the candidate -----

Name of the candidate -----