

INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (THANE)

RECRUITMENT ON DIRECT RECRUITMENT BASIS

(Advt. No.IRMRA/RECRUT./ADVT/2018-19/03 DT.12.03.2018)

Indian Rubber Manufacturers Research Association (IRMRA) invites applications from Indian Nationals for filling up of vacancy for the following post at IRMRA Office at Thane location - Head Office, as per the details given below:

Sr. No.	Name of Post	Pay Scale	No. of vacancy (ies)	Method of Recruitment	Maximum Age Limit	Educational & other Qulaifications required	Experience
1	Sr. Officer (Accounts & Finance)	Rs.15600-39100 (Level 10)	1	Written Examination on 4th May 2018	Not more than 50 years	M. Com/ CA /ICWA, MBA in Finance with 10 to 15 years of relevant experience as the head of finance / accounts dept. of any organisation	Taxation, Financial Management, Man Management, PC / Internet skill, Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives. Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts. Take hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system. Direct and oversee all aspects of the Finance & Accounting functions of the organization. Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action. Establish and maintain strong relationships with senior executives so as to identify their needs and seek full range of business solutions. Provide executive management with advice on the financial implications of business activities. Manage processes for financial forecasting, budgets and consolidation and reporting to the Company Provide recommendations to strategically enhance financial performance and business opportunities. Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.

GENERAL INSTRUCTIONS:

1 **Emoluments** As per seventh pay (Basic + DA + HRA + Transport Allowance- Gross Rs.79,929/- at Central Govt. rates / other benefits includes gratuity, group insurance, medical allowance and LTA as per IRMRA's rules.

2 **Placement :** IRMRA Head Office Thane location, if necessary transferable on need basis.

3 **How to apply:**

Candidates to sent recent updated resume alongwith filled Assessment form with folloiwng below mentioned documents (document in soft copy will not be accepted):

a) Date of birth proof.

b) Caste / Tribe certificate (in case of SC / ST / OBC category. Age relaxation is applicable to SC / ST /OBC candidates as per Govt. norms.

c) All certificates / testimonials in respect of qualifications (all semesters / year wise mark sheets, degree and diploma certificates starting from SSC onwards.

d) Complete and proper experience certificates / documents issued by employer in support of experience details mentioned by the candidates in the application.

e) NOC / forwarding letter from the employer in case the candidate is employed in central / state govt / undertakings / automomous organistions / universities etc.

f) Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any ot the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected

g) Application should be duly signed and affixing the latest passport size colour photograph alongwith self attested copies of the testimonials / documents mentioned abvoe should be sent to "The Director, Indian Rubber Manufacturers Research Association, Plot No.254/1B, Road No.16 V, Wagle Industrial Estate, Thane (W) - 400 604 by regd. / speed post only. Envelope containing application should be prescribed with the name of post applied for e.g.

"Application for the post of Sr. Officer (Accounts & Finance)" on the top right corner of the envelope.

h) Closing Date regarding receipt of applications: 16th April 2018 upto 14.00 hrs.

i) Application received after closing date will not be entertained and will stand rejected. No communication shall be made / entertained regarding rejection of application.

j) No original documents are required to be sent to IRMRA in connection with this recruitment process untill directed to do so.

k) Travel excpenses will be admisible to the candidates for appearing for written test / skill test. Three Tier A/C train fare for to and fro journeys from normal place of residence by shortest route shall be payable after submitting the necessary documents (tickets).

SELECTION PROCESS: Candidates possessing the essential qualifications, experience and age limit shall be eligible for the post. Selection process will involve screening of applications by screening committee. Venue/entry exit point will be intimated in the call letter. The canidates will be selected on the basis of merit and merit shall be determined by the aggregate marks obtained during written exam / skill test. Therefore, candidate should keep visiting the website www.irmra.org for important announcement / information throughout the selection processes at various stages.

OTHER TERMS & CONDITIIONS & GENERAL INSTRUCTIONS

Only Indian Nationals are eligible to apply. Candidates should note that, if at any stage of recruitment, it is found that the candidates has submitted any false / fabricated information / documents, his / her candidature will be cancelled immediately and he / she will be liable for action as per law / rules.

Any representation / recommendation for recruitment will make the candidature of a candidate liable for disqualification.

Valid email id & Mobile no. should be mentioned in the application and must remain active / valid until recruitment processes are completed. No change in the email id & mobile no. will be accepted once submitted. The candidate himself shall be responsible for wrong or expired email id & mobile no.

Candidate should note that their candidature at all stages of recruitment is purely provisional, subject to satisfying the prescribed eligibility conditions as per recruitment rules for particular post & other orders. Submission of any false / incorrect / dubious information in application shall disqualify the candidate at any stage of selection processes (before or after Interview).

IRMRA will not be responsible for postal delays / loss / failure during any stage of recruitment processes.

IRMRA reserves right to amend / modify vacancies notified and any provision of this advertisement in case of any errors and omissions / deviations or to cancel the advertisement and recruitment if the circumstances so warrant.

Statutory warning : Selection in IRMRA is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of the candidature of service and legal action against the concerned individual will be initiated.

Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the courts situated at Mumbai.

Appointment of candidates is subject to his / her being declared medically fit, and also subject to service and conduct rules applicable to IRMRA. Decision of IRMRA will be final and binding on candidates.

Announcements : All further announcements / details will only be published / provided on IRMRA's website www.irmra.org from time to time.

Thane

Date: 13.03.2018

Director, IRMRA