

THE ASKA CO-OPERATIVE SUGAR INDUSTRIES LTD., NUAGAM, ASKA

Letter No. **GAD/F-200/2124**

Date: **27.03.2022**

GUIDELINE FOR ENGAGEMENT OF CONTRACTUAL STAFF IN ACSI LTD. ON PURELY CONTRACTUAL BASIS FOR A PERIOD OF ONE YEAR.

1. Details of Contractual Staff to be engaged for ACSI Ltd. are as follows:

Sl. No.	Name of the Post	No. of posts required
1.	Accounts Officer	1

2. Minimum Qualifications, Remuneration & Experiences in respect of the above

Sl. No.	Name of the Post with gross emolument per month	Nature of appointment	Eligibility/ Qualification	Age as on 01.03.2022
1.	Accounts Officer (Rs. 50,000/-)	Contractual	<ul style="list-style-type: none">The Candidate must have I.C.W.A.I./ MBA (Finance) from a recognized University.Experience: Minimum five years experience in Sugar Industry / Industry / Company.He/ She must have knowledge of Computer operation & Tally ERP.He/ She must have knowledge of Odia & Hindi language.	<ul style="list-style-type: none">Not above 50 years

3. General Ability:

In order to be eligible for engagement to the above post, a candidate must satisfy the following conditions also. He/ She -

- Shall be a citizen of India.
- Shall have good moral character.
- Must not have more than one spouse living.
- Shall possess the requisite qualification as shown in above table-2.
- Candidate should have a clean service carrier and not involved in any criminal activities.
- Only shortlisted candidates will be called for personal interview/ practical test.

4. Age Limit:

The candidate must not be less than 24 years of age as on 01.03.2022 & the upper age limits for Particular Posts mentioned in Table - 2.

5. Procedure of selection:

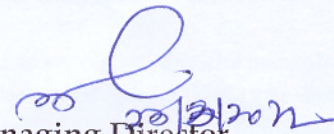
- (i) Eligible candidates will be short-listed in the following manner;
- Total Marks 100 (Base Career- 50, Higher Education- 10, Experience- 10, Personal Interview- 30).
 - 02 (Two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (Ten) marks.
 - 02 (Two) marks shall be given for every year of additional relevant experience over & above the required experience subject to a maximum of 10 (Ten) marks.
- (ii) Weightage shall be given to the candidates having higher qualification and /or relevant Industry experience.
- (iii) The merit list shall be drawn up on the basis of weighed percentage of marks obtained as per above mentioned in sub-paragraph (i) and (ii).
- (iv) In case, more than one candidate has equal weightage of marks, the decision of the Authority in this regard shall be final.

6. Documents to be submitted alongwith the prescribed applications form duly filled in:

- a) *Self-attested photocopy of HSC or equivalent and mark sheet.*
- b) *Self- attested photocopy of 10+2 or equivalent certificate and mark sheet.*
- c) *Self- attested photocopy of Degree certificate and mark sheet.*
- d) *Self- attested photocopy of certificates and mark sheets of higher educational qualifications if any.*
- e) *One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed at the space provided.*
- f) *Certificate of experience issued by the previous/ current employer.*
- g) *Certificate of Computer knowledge & Tally ERP.*

7. Procedure for submission of Application:

- i. The eligible candidate should apply in the prescribed format duly filled in alongwith required documents which should be sent to the Managing Director, Aska Cooperative Sugar Industries Ltd., Aska through Speed Post/ Registered Post/ Courier only.
- ii. The ACSI Ltd: will intimate/send the call letter through email id/ Post to face an interview after scrutinization (if required) and have rights to reject/cancel either or all of the applications applied for the contractual posts without assigning any reason.
- iii. **Last date of receipt of Application is - 11.04.2022 at 05.00 P.M.** Applications received after last date shall not be entertained.


Managing Director

The Aska Coop. Sugar Industries Ltd., Aska

APPLICATION FORM

A. FOR OFFICE USE ONLY

Sl. No.	Category of Post	Date of Receipt of Application	Received through			Application duly filled in		Signature of the Officer who checked this Application Form
			Regd. Post	Speed Post	Courier	Yes	No	
1								
2								

B.

Name of the post Applied for :			
Name of the Applicant (In Bold Capital Letters)			
Father / Husband Name :			
Permanent Address :			
Present Address :			
Day of Birth (as mentioned in H.S.C certificate)		Sex : Male/Female	Recent Colour Pass photo self-attested in front side.
Nationality:		Religion:	Phone No. :
			Marital Status :
			Married / Unmarried

C. Educational Qualification: From H.S.C. / Matriculation onwards -

Qualification	Board / University	Year of Passing	MARKS		Full /Part time /Distance
			% of Mark Secured	Division / Grade	
H.S.C.					
+2/ Equivalent					
Degree in :					
Higher Qualification					

D. WORKING EXPERIENCE:

Name of the Organization	Designation	Year of Experience		Total Experience in years & months.
		From	To	

E. Computer Knowledge:

F. Languages Known :

Computer Literacy : (Mention Software Known / Can use / Package)	Language	Write	Read	Speak
	English			
	Odia			
	Hindi			

Declaration :

I do hereby declare that the information submitted by me in the above is true to the best of my Knowledge and understanding. In the event of any information being found false or incorrect at any point of time, my candidature / appointment may be cancelled/ terminated without any notice.

Date :

Place:

Signature of the Applicant