

STAFF POSITIONS

[APITCO-STAFF /2018-19/ 01/1-10-2018]

APITCO, incorporated in 1976, is a Technical Consultancy Organisation (TCO) promoted jointly by all-India financial institutions (SIDBI, IFCI, ICICI), Government Corporations (APIDC, APSFC) and Government Banks (State Bank of India, Andhra Bank, Indian Bank & Syndicate Bank). The organization provides diverse Technical, Management & Development Consulting services to Government, Industry and Society. Since inception it has been offering diversified consulting services for promotion and growth of micro and small & medium enterprises & start-ups. With the changing business landscape, the organization transcended to eighteen different domains, and started offering skill based specialized services.

Applications are invited for following positions on purely contractual basis. Last date for applications is 10th October 2018. Applications to be sent along-with detailed bio-data to careers@apitco.org. APITCO is an equal opportunity employer and women are encouraged to apply.

- Accounts Officer
- Project Accountant
- Consultant (Media & Communication)

Position	Accounts Officer
No. of Positions	1
Essential Qualifications	CA /ICWA
Age Limit	Below 30 Years as on 31 st October 2018
Desirable Qualification	Diploma in Project Management
Experience	<ul style="list-style-type: none"> • 2-3 Years of Post Qualification Experience • Experience in Working in finance & accounts department in a State/ Central / PSU/ Autonomous Organization • Working in Tally is Mandatory
Job Description	<ul style="list-style-type: none"> • Book Keeping and accounts function • Taxation and Income Tax Compliances • Financial vetting and concurrence on projects/proposals/tenders • Quarterly preparation of financial statements • Risk management of internal projects • Project based accounting and cash flow management
Salary	Rs. 30000/- to Rs. 40000/- per month

Position	Project Accountant
No. of Positions	1
Essential Qualifications	B.Com. / M.Com Accounting & Computers/IT
Age Limit	Below 30 Years as on 31 st October 2018
Desirable Qualification	Post Graduate Diploma /Certificate in Project Management
Experience	<ul style="list-style-type: none"> • 3-5 years of Post Qualification Experience in Project budgeting and project based Accounting • Experience in working with consultancy organizations • Working experience in Tally is mandatory
Job Description	<ul style="list-style-type: none"> • Project based ledger accounts • Monitoring of budgets & expenditure • Generating MIS reports • Milestone compliance of projects with internal & client targets • Invoice generation and project closure
Salary	Rs. 20000/- to Rs. 35000/- per month

Designation	Consultant (Media & Communication)
No. of Positions	1
Essential Qualifications	MA in Media & Communication/Development Communication/ Convergent Journalism
Age Limit	Below 25 Years as on 31 st October 2018
Desirable Qualifications	<ul style="list-style-type: none"> • Diploma / Certificate in Digital Marketing, Branding & Social Media • Contribution to articles /news items/Opeds • Handling of necessary publishing software viz. Photoshop/Corel-draw • Handling of photography and videography
Experience	<ul style="list-style-type: none"> • 0 to 1 years of experience in Digital Marketing & Social Media • Working experience in Photoshop/Corel Draw and related software
Job Description	<ul style="list-style-type: none"> • Content writing and responsible for daily updation of APITCO's website(s) • Developing project websites & coordination with website vendors • Photography, video production & web hosting • Development of project description sheets & business promotion material • Designing & assisting in implementation of promotional events of the organization • Designing & developing project case studies and providing editorial assistance • Digital marketing and support in handling of APITCO's social media sites
Salary	<ul style="list-style-type: none"> • Rs. 20000-25000/- per month