



सीएसआईआर- केन्द्रीय चर्म अनुसंधान संस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, तमिलनाडु, भारत Adyar, Chennai- 600 020, TamilNadu, India

No.23 (331)/2019-EI

Date: 28/06/2019

Notification No.04-2019

Engagement of Consultant for GST related issues pertaining to CLRI

CSIR- Central Leather Research Institute (CLRI), Chennai, a National Laboratory under the aegis of Council of Scientific & Industrial Research (CSIR) and one of the World's premier Institute engaged in Research & Development in the area of Leather Science & Technology and associated with several National & International Program, desires to **engage 01 position of Consultant for GST related issues pertaining to CLRI on temporary basis** as per the qualification, experience, age, etc., detailed below:

Qualification & Experience	Any Legal Practitioner with minimum 1 year experience on GST related issues (OR) Any Chartered Accountant with minimum 1 year experience on GST related issues
Job description	<ol style="list-style-type: none">1. Establish a process for total GST compliance and preparation of SOP for various departments2. Regular advice on GST including replies to notices, queries raised by the authorities3. Monthly filing of GST returns, verification of input credits, RCM and periodic reconciliations for a period of 1 year starting from issuing the work order and extendable for another 1 year4. Annual audit and filing of annual return and audit report5. Assisting in raising of invoices6. Assisting in classifying CGST, SGST, IGST while receiving amount from clients and its proper accounting7. Assisting in maintenance of various records of GST8. Coordinating Audit Party of GST9. Helping in issue of TDS certificates to suppliers10. Monthly filing of GST TDS returns, necessary TDS payments to GST Council
Tenure of the engagement*	01 year initially
Remuneration per month	Rs.10,000/- plus GST as per rules applicable
Upper Age Limit	50 years

* Tenure mentioned above may be extendable. In any case, it is co-terminus with the project or till such time this requirement exists whichever is earlier.

Candidates fulfilling the above mentioned qualification, age etc., may attend the **Walk-in Interview scheduled on Thursday, the 11th July 2019 at 09:00 AM onwards at CLRI** along with the application form available in website (www.clri.org) duly filled with photocopies of necessary certificates along with original certificates for verification and 02 passport size colour photographs.

Terms & Conditions:

1. Number of positions required is indicative in nature, there may be increase/decrease in the number based on requirement.
2. The date of determining the qualification and age shall be the date of Walk-in Interview.
3. Candidates are requested **NOT** to send their applications in advance. Original certificates must be produced for verification at the time of Walk-in Interview.
4. Candidates coming after 11:00 AM shall normally not permitted for interview.
5. No travelling allowance will be paid for attending Walk-in Interview.


(M ARUN MANIKANDA BHARATHI)
SECTION OFFICER (EI)

सीएसआईआर -केन्द्रीय चर्म अनुसंधान संस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research)
अडयार Adyar, चेन्नई Chennai-600 020 तमिळनाडु भारत Tamil Nadu India

वर्तमान पासपोर्ट
फोटो चिपकाएँ
Affix a recent
passport size
photograph

Application for _____ के लिए आवेदन

परियोजना सं Project Code _____

1	उम्मीदवार का नाम Name of the Candidate (In Block Letters)				
2	पिता/ पति का नाम Father/Husband's Name				
3	जन्म की तारीख और उम्र Date of Birth & Age				
4	वर्ग Category (अनुसूचित जाति/ जनजाति/अन्य पिछड़ी जाति / सामान्य SC/ST/OBC/General)				
5	पत्राचार के लिए पता Address for Correspondence				
6	स्थायी पता Permanent Address				
7	दूरभाष / मोबाइल नंबर Telephone / Mobile Number				
8	ईमेल Email ID				
शैक्षणिक योग्यताएँ Academic Qualifications					
क्रम सं Sl.No.	उत्तीर्ण परीक्षा / विश्वविद्यालय Exam Passed / University	विषय Subject	अंकों का प्रतिशत Percentage of Marks	उत्तीर्ण होने का वर्ष Year of Passing	
अनुभव, यदि कोई हो तो Experience, if any (आवश्यकता हो तो, कृपया अलग से कागज़ संलग्न करें Please Attach a separate sheet if necessary)					
क्रम सं Sl.No.	स्थान का नाम Position Held	नियोक्ता का नाम Name of the Employer	From से	To तक	अनुभव Experience in (वर्ष years/माह months)
9	क्या आप सीएसआईआर/ सीएलआरआई के किसी कर्मचारी के रिश्तेदार हैं? यदि हैं, तो कृपया नाम और रिश्ते का उल्लेख करें। Are you related to any CSIR/CLRI Employee? If so, the name and relationship thereof.				
10	अन्य कोई विवरण Any other details				

दिनांक Date

उम्मीदवार के हस्ताक्षर Signature of the Candidate

-----वैधीकृत करनेवाले अधिकारी द्वारा भरे जाने हेतु to be filled by the verifying official -----