

राष्ट्रीय राजमार्ग एवं अवसंरचना विकास निगम लिमिटेड

सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार
प्रथम तल, टावर ए, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029.

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Ministry of Road Transport & Highways, Govt. of India

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(भारत सरकार का उद्यम)

(A Government of India Enterprise)

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PUBLIC NOTICE

Subject: Syllabus for Recruitment of posts in Finance and Accounts Division - reg.

Consequent upon the approval of the syllabus for recruitment of candidates in the Finance and Accounts Division at various posts is hereby notified for information of all concerned.

Encl: Syllabus for Recruitment to posts in F&A Division.

(Yogendra Mohan)

General Manager (Recruitment)

Copy to:-

1. OSD to MD- For information.
2. PS to Dir (A&F) - For information
3. ED (HR/Admn.)-For information.
4. GM (Finance) - For information
5. IT Division (for hoisting on NHIDCL website)(Careers)

Syllabus for Finance Division

1. Preparation & Monitoring of Capital and Revenue Budgets
2. Budget under the ERP Environment
3. Reporting and Reappropriation of Capital & Revenue Budgets
4. Project financing including the knowledge & application of IRR & NPV
5. Costing of the Projects & Preparation of the Cost Sheets
6. Treasury Management
 - Cash and liquidity management through Borrowings – Long-term & Short-term
 - Investment of surplus funds
 - Bank data Management & Bank reconciliation
 - Risk Management
 - Exchange Risk Management
 - Fund Management under the TSA Module of the RBI
7. Management of Bank Guarantees/E-Bank Guarantees/Insurance Surety Bonds/FDRs or other such Instruments
 - Acceptance & confirmation of the BG/eBG/ISB/FD
 - Invocation/Encashment of the BG/eBG/ISB/FD
8. Financial Concurrence of the proposals & Contract Management
 - Financial concurrence considering the extant provisions in the Delegation of Powers
 - Compliance to the provisions of the General Financial Rules notified by the Government of India
 - Financial Evaluation of the Tenders
 - Role in Cash Purchases by the Company
9. Works & Establishment Payment
 - Payment Authorization
 - Release of Payments to Vendors
 - Reconciliation of Vendor Balances
 - Payment Tracking and Record Keeping:
 - Dispute Resolution with Vendors
10. Knowledge of the provision of the Companies Act, 2013
11. Knowledge of the provision of the Indian Accounting Standards
12. Knowledge of GFR & DPE Guidelines applicable to PSUs
13. Knowledge of the provisions of the Arbitration & Conciliation Acts
14. Diversion of Forest Land – CAMPA Fund
15. Acquisition of Land under Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013.
16. Preparation & Audit of Accounts under Ind AS
 - Recording of transactions in SAP



- Calculation of depreciation in SAP
- Contingent Liabilities & Contingent Assets
- Review of General Ledger & Trial Balance
- Preparation of the Quarterly & Annual Financial Statements – Standalone & Consolidated
- Audit of Financial Statements
- Preparation of the Audit Committee/Board Agenda for approval of Standalone & Consolidated Financial Statement
- Period end closing of the Financial Statement

17. Accounts Receivable

- Billing to Customers
- Collection of Payments
- Reconciliation with the Customers

18. Asset Accounting

- Asset Master Data Management
- Physical verification of the fixed assets

19. Cost Centre/Profit Centre Accounting

- Cost Centre and Internal Order Management
- Cost Allocation and Distribution
- Profitability Analysis

20. MIS Reports to Management Monthly, Quarterly & Annually

21. Taxation – Direct & Indirect Taxes

- TDS from Employees & Vendors
- TDS under GST
- Preparation & Issue of Form 16 & TDS Certificates to Vendors
- GST (GST Returns, ITC etc.)
- Labour Cess
- Compliance of Direct & Indirect Taxes
- Tax Planning & Coordination with Authorities

22. Concurrent Internal Audit

- Appointment of Concurrent Internal Auditors
- Internal Audit Reports & their Compliance
- Meeting with the Audit Committee

23. Applicability Internal Financial Control Systems (IFC)

24. Segregation of Duties in the Company

25. C&AG Audit

- Accounts Audit
- Proprietary Audit
- Performance Audit



