

Prantik Care The Earth Geo Info Solutions Pvt. Ltd

Maa Mati Samaj

A Ministry of Corporate Affairs empanelled ISO 9001: 2015 Certified Private Limited Company Operating in the field of Remote Sensing, GIS, Information Technology & Survey Engineering

CIN No: U72200WB2016PTC217241; Registration No: 217241

GSTIN: 19AAICP8456G1ZW

Udyam Aadhar Registration No: UDYAM-WB-04-0000121

Ref No: PCTEGIS/ HR/2024-25/04

Dated: the Prantik, 09th. September, 2024



Recruitment Notification

Applications are herein invited from Indian Citizens for the following positions by Organizational HR cum Senior Scientific Officer (Survey), M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd in due consultation with Director cum Chief Administrative Officer, M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd in the email of the undersigned at cso.pctegis@gmail.com within 20.09.2024 completed in all aspects

Position 1: Administrative Officer:

Educational Qualification: A minimum of Graduation with 55% in aggregate from a recognized University preferably background in English/ Public Administration/ Geography/ Economics. Masters Degree is preferable. Preference will be given if any candidate has MBA Degree.

Professional Experience: The candidate should have at least worked for Five years for Private Limited Companies, or Public Sector Undertakings or Retired Government Officials

Necessary Qualifications:

- Working Knowledge with Computers, MS Office (Word/ Power Point/ Excel)
- The candidate should be well versed with professional tax and its payment, GST and its payment
- The candidate should be able to monitor the day to day office administration and run a house of more than 50 people
- The person should be honest and dedicated to the organizational i.e. truly professional
- The person should have to integrate the total work force and act as Head of a single family
- The person shall have to ignite the spirit of team work among all members of the office including integrity
- The person should be able to deal up with stress of work and administer a proper professional environment in the organization
- The person has to be highly disciplined.
- The person should have proper understanding of the Information technology and allied sectors.
- Should be adapt in English and Hindi Communications with Bengali

Remuneration: 25,000.00 INR (Consolidated). Preference will be given to Retired Government Officials with hands on experience in establishing office hierarchy, file hierarchy, staff hand book, maintenance of rules and regulations and discipline at office. Free lunch will be provided. If the candidate has his home more than 50 Km away at a minimum, he/she will be provided with

Prantik Care The Earth Geo-Info Solutions Pvt. Ltd; Head Offc: 59 D, Adarsha nagar West, Kolkata-700061; Branch Office: 3/14, K B G Sarani, Prantik Township, Santiniketan, Birbhum, West Bengal

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accommodation in the Staff Mess of the Company. EPF and ESI will be paid as per Company standards

Duties and Responsibilities

- Control and organize office supplies stock
- Schedule in-house and external events, maintain corporate calendar and book meeting rooms
- Manage important and confidential company documents
- Manage company databases
- Provide support to clients and employees
- Review and update office policies as needed
- Create reports on expenses and office budgets, on a regular basis
- Manage correspondence (including letters, emails and packages), arrange travels and accommodations
- Create reports and presentations with statistical data, as assigned
- Drafting and publication of notices
- Undertaking dictation from Director cum Chief Administrative Officer
- Maintenance of law and Order of Office
- The Concerned person shall be Head of Department of Maa (General Administration) and shall have to oversee all payment and administrative functions

Position 2: Accountant

Educational Qualification: Preferably M.Com/ B.Com with a minimum of 2 Years of professional experience in handling office accounts

Essential Qualification

- a. Knowledge of Renewal of Trade License
- b. Knowledge of payment of GST and other taxes
- c. Knowledge of payment of professional taxes
- d. Capacity to liaise with the Clients for realization of the bill
- e. Maintain book of accounts, ledger sheet, spread sheet balance
- f. Working knowledge of tally Software
- g. Knowledge of RPF and ESI Systems and generation of the challan and payment of the same.
- h. Should be adapt in English and Hindi Communications with Bengali

Remuneration: 12,000.00 (Consolidated). Free lunch will be provided. If the candidate has his home more than 50 Km away at a minimum, he/she will be provided with accommodation in the Staff Mess of the Company. EPF and ESI will be paid as per Company standards.

Duties and Responsibilities:

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time

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- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Position 3: Lower Division Clerk (Administration):

Educational Qualification: A minimum of Graduation with 55% in aggregate from a recognized University preferably background in English/ Public Administration/ Geography/ Economics/ Any Arts/ Science/ Commerce background.

Professional Experience: The candidate should have at least worked for two years for Private Limited Companies, or Public Sector Undertakings or Retired Government Officials

Remuneration: 8,000.00 (Consolidated). Free lunch will be provided. If the candidate has his home more than 50 Km away at a minimum, he/she will be provided with accommodation in the Staff Mess of the Company. EPF and ESI will be paid as per Company standards.

Roles and Duties:

- a. Arranging of documents of the office
- b. Maintenance of file
- c. Attending of all call bells of the Different officers
- d. Going to bank for remittance and collection of funds
- e. Carrying of files and other paper works within the organizational premises
- f. Photocopying or sending of fax, etc
- g. Assisting in routine work of the Company like dairy, dispatch, etc including on computer
- h. Delivery of Dak outside building
- i. Other non clerical work in section/ office
- j. Watch and ward duties
- k. Supervising the sweeping, dusting and other functions of the office
- l. Any other works assigned to them by the Administrative Officer of Director (s) or Chief Scientific Officer from time to time

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Mode of Application/ Selection :

All applications should be encompassed with an application in Full Scrape paper within the annotation “ Application for the Position of Sl.no 1/2/3” along with the enclosed biodata to be sent to the email as has been specified.

Candidates will be shortlisted and summoned for interview through three successive phases in a single day in form of (a) Written, (b) Practical (c) Viva Voce. Result for the aforesaid position will be published on the same date of interview and the candidate shall be provided with joining on and from 01.10.2024 respectively.

(Shri Ansuman Chakraborty),
Organizational HR cum Senior Scientific Officer
(Survey)

Ref No: PCTEGIS/ HR/2024-25/04

Dated: the Prantik, 09th. September, 2024

Copy to:

- The Director cum Chief Administrative Officer, PCTEGIS for necessary information
- The Chief Scientific Officer, PCTEGIS for necessary information
- Organizational Notice Board/ Social media Platforms
- Spare Copy

(Shri Ansuman Chakraborty),
Organizational HR cum Senior Scientific
Officer (Survey)

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