

**Advertisemnt for the post of Asst Manager(Finance), Asst Manager(Business Development), Executive(Finance) and Executive(Business Development)**

CEFC Pratham Foundation is engaged in providing training, skill development, consultation and has strength in development and delivery, innovations and marketing of technology trainings etc. particularly in the areas of

1. Electro Slag Re-melting (ESR) technology and Steel making process
2. Manufacture of Gears
3. Non-Destructive Testing
4. Welding technology

Company is looking for bright, dynamic and competent professional having relevant qualification and experience for the following:

Sl. No.	Name of the post	No. of post	Tenure	Qualification & experience	Compensation
1.	Asstt.Manager (Finance)	01	1 yr	Full time degree in Management with specialization in Finance from a recognized University/ Institute or a degree in CA/ICWA/CS  Minimum 6 years of post qualification experience where he/she should have experience of finance preferably in education industry	6 lac p.a.
2.	Asstt.Manager (Business Development)	02	1 yr	Graduate degree in B.E./B.tech in Mechanical/Metallurgy/Manufacturing with full time degree in Management with specialization in Marketing from a recognized University/Institute. Minimum 6 years of post-qualification experience where he/she should have experience of marketing preferably in education industry	6 lac p.a.
3.	Executive (Business Development)	02	1 yr	Graduate degree in B.E./B.Tech in Mechanical/Metallurgy/Manufacturing with full time degree in Management with specialization in Marketing from a recognized University/Institute.	3 lac p.a.

4.	Executive (Finance)	01	1 yr	Full time degree in Management with specialization in Finance from a recognized University/Institute or a degree in CA/ICWA/CS.	3 lac p.a.
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**Job Profile and Competence/Skill Requirement for the Sl.No.1:**

- Accounting and management of Centre's funds.
- Accounting of external grants, donations and funds.
- Management of all funds (investment, renewal, interest accrued, certificates etc.).
- Financial Management of trainings/workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc. Banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in finalization and audit of books of account related to grants, donations and funds.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, donations etc.
- Ensuring compliance with statutory requirements.
- Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office.

**Job Profile and Competence/Skill Requirement for the Sl.No.2:**

- Business development through institutional sales.
- Responsible for new client acquisition by selling company's innovative range.
- Developing strategies to generate more business.
- Focus and drive to achieve targets, budgets and results.
- Identifying target markets and developing strategies to communicate with them.
- PR with clients.
- Competition Mapping.
- Presentations to prospective clients and Government agencies.
- Should advertise about the organization through different channels of advertising.
- Build productive relationships with government bodies and attract grants for eligible projects, either directly, or by assisting businesses to access such grants.
- Answer business enquiries, follow up provision of information requests, complaints or identified problems promptly and accurately.
- Should have excellent communication skills.

**Job Profile and Competence/Skill Requirement for the Sl.No.3:**

- Business development through institutional sales.
- Responsible for new client acquisition by selling company's innovative range.
- Developing strategies to generate more business.
- Focus and drive to achieve targets, budgets and results.
- Identifying target markets and developing strategies to communicate with them.

- PR with clients.
- Competition Mapping.
- Presentations to prospective clients and Government agencies.
- Should advertise about the organization through different channels of advertising.
- Build productive relationships with government bodies and attract grants for eligible projects, either directly, or by assisting businesses to access such grants.
- Should have excellent communication skills.

**Job Profile and Competence/Skill Requirement for the Sl.No.4:**

- Accounting and management of Centre's funds.
- Accounting of external grants, donations and funds.
- Financial Management of trainings/workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc. Banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in finalization and audit of books of account related to grants, donations and funds.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, donations etc.
- Ensuring compliance with statutory requirements.

**Note :**

1. Selection of the candidates will be solely on interview basis. List of the candidates shortlisted for interview will be displayed on the HEC website([www.hecltd.com](http://www.hecltd.com)). Eligible candidates will be able to download Interview call letters from the website. Please note that the Call Letter will not be sent by post.
2. Applicants are required to bring original certificates/documents (proof of age, qualification, experience and residential address) for verification at the time of interview along with one set of self attested photo copies of relevant certificates. Applicants not having original certificates documents will not be allowed to attend the interview.
3. No TA/DA will be paid for appearing in the interview.
4. Selected Candidate will have to undergo for medical examination prior to joining.

**How to apply :**

The details regarding the position and the Proforma of the application can be accessed/downloaded through the website of the Company at [www.hecltd.com](http://www.hecltd.com). The complete application alongwith write up must reach latest by 31<sup>st</sup> Aug,2017 in an envelope marked “**Application for the post of \_\_\_\_\_**” to The Director, CEFC Pratham Foundation, Administrative Building, Foundry Forge Plant, Plant Plaza Road, Dhurwa, Ranchi – 834004. The applications can also be sent via e-mail to

this e-mail id: [akdash@hecltd.com](mailto:akdash@hecltd.com). For any further questions. please send your queries to akdash@hecltd.com.