

Vacancy Circular**Sub: Filling up the post in National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED) in Direct Quota**

It is proposed to fill up 01 post of General Manager(Finance & Audit) in **National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED) in Direct Quota** as per following details:

Sr. No.	Name of the Post	Pay Level	No. of Vacancies
1	General Manager (Finance & Audit)	Level - 12	01

ELIGIBILITY CRITERIA OF THE POST OF GENERAL MANAGER (FINANCE & AUDIT)

Qualification	Chartered Accountant (CA)/ ICWAI (ICMA)
Experience	At least 12 years post qualification experience in the areas of Budget preparation, Financial Management and MIS reporting, Audit and Accounts, Direct and Indirect Taxation and knowledge of latest FA / Tally package. Candidate must be working in Senior Management Cadre not below the L-11 of CPC or equivalent in any of the followings - Organizations having implemented 7th CPC analogy or equivalent. Or In Public Sector Undertakings / Autonomous Bodies / Cooperative at equivalent grade. Or Private Sector Organizations of repute with minimum annual turnover of Rs. 1000 crore.
Annual Compensation	Rs. 78800-209200 (L-12) as per the analogy of 7 th CPC with Nafed's perks & benefits which includes Basic Salary, DA, HRA, Transport Allowance, Children Education Allowance, Leave Encashment, LTC, Medical Benefits, CPF, Gratuity etc.



Place of Posting	Anywhere in India.
Age	Maximum age of 45 years as on the date of advertisement
Method of Recruitment	Personal Interview.
Others	Candidate should be of clean antecedents free from any criminal charges and consequent criminal proceedings.
Job Description	<p>The Key Responsibilities shall include –</p> <ul style="list-style-type: none"> • Ensure compliance with all Direct & Indirect Tax laws (Income Tax, GST, TDS, etc.) including timely filing of returns, assessments, and statutory obligations. • Monitor tax audits, assessments, appeals, and litigation, ensuring effective representation before authorities. • Advise management on tax planning, structuring, exemptions, and optimization of tax liabilities. • Stay updated on taxation law amendments and ensure smooth implementation. • Lead statutory, internal, concurrent, and CAG audits; ensure timely completion and compliance with audit observations. • Establish and strengthen internal control systems to mitigate financial and operational risks. • Liaise with auditors, regulators, and government authorities for smooth conduct of audits and inspections. • Ensure compliance with corporate governance norms, accounting standards, and organizational policies. • Supervise preparation of annual accounts, budgets, financial statements, and MIS reports. • Oversee accounting, fund management, and treasury operations in line with organizational policies. • Provide financial analysis and insights to support strategic decisions. • Drive cost control, resource optimization, and effective utilization of funds. • Lead and mentor audit, and tax teams for capacity building and professional growth. • Present key financial, tax, and audit updates to the Management • Act as primary liaison with government bodies, financial institutions, and statutory authorities.

INSTRUCTIONS TO THE CANDIDATES:

1. Application Fee Rs. 1000/- (One thousand only) to be remitted on line as per details given below

Beneficiary Name	NAFED
Account No.	10060002037
Center (Location)	NEW DELHI
Bank	IDFC FIRST BANK
Branch	New Friends Colony Branch South Delhi
IFCS Code	IDFB0020102

2. Applicants are requested to fill their details, in the prescribed Application Form (Typed) appended below at **Annexure-I** and send the same by **e-mail only** at **recruitment@nafed-india.com** in "PDF" format only. **OFFLINE APPLICATIONS OR IN ANY MODE OTHER THAN MAIL ID recruitment@nafed-india.com SHALL NOT BE CONSIDERED AND REJECTED.**
3. Application received without fee and after last date shall be rejected.
4. Before mailing the application, candidates are advised to attach following documents alongwith with the application;
- i) Scanned copy of the recent coloured passport size photograph (JPG) bearing full signature of the candidate across the photograph and below the photograph;
 - ii) Scanned copies of the certificates of the educational qualifications, experience certificate, Aadhar and other relevant testimonials.
 - iii) Scanned copy of proof of application fee (UTR No. / Reference No.) paid to Nafed's account, if it is remitted by RTGS / NEFT/ IMPS Challan.
5. While mailing the application form the subject must be filled on e-mail (Application for the post of General Manager (Finance & Audit).
- 6.. Candidates working in commercial organizations / PSUs / Cooperatives / Autonomous Bodies who are applying for the post should attach proof of Annual Turnover of their present employer.
7. Candidates working in Government / PSUs are requested to submit the application form alongwith following documents through proper channel:-
- i) Cadre clearance
 - ii) Integrity certificate
 - iii) List of major / minor penalties imposed if any. (If no penalty has been imposed a "Nil" certificate should be enclosed);
 - iv) Vigilance clearance certificate;
 - v) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
8. **Closing date for submission of Application: 30 Days from the date of publication of Advertisement.**