



Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

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| Name of the Post | Junior Officer [Trust Funds] Code : JO17-30 |
| SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.) | Corporate A&F Dept. - Kolkata |
| Job Description | The incumbent will be responsible for – 1. Submission of all statutory compliance with PF / EPFO and Income Tax Authority 2. Management of Trust Fund money including timely investments in best possible investment portfolio. 3. Maintenance of Trust Fund Accounts on quarterly / Annual basis, getting the same Audited and presentation of the same before the Trustee meetings. 4. Attending Statutory auditors, Internal Auditor, Tax Auditors, CAG (if required) and Replying of audit queries. 5. Submission of PF monthly/annual Return including funding of monthly contribution, payment of PF, EDLI charges and EPS contr. 6. Scrutinising and Processing of PF withdrawals including terminal settlement, payment of Gratuity and all related jobs. 7. Liaison with LIC for Superannuation benefit claims, settlement of accounts, procurement of annuity and payment of death claims. 8. Issuance of notice for Trust Fund meetings, supporting in drafting minutes and related functions. 9. Preparation and submission of PF Inspection details and liaison with PF Authorities and Inspection team 10. Continuous monitoring on the performance of the Mutual Fund and Investment schedules 11) Any other job assigned time to time The above job list is indicative only and not exhaustive. |
| Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years) | Please refer relevant columns posted corresponding to the code JO17-30 , Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening |
| Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions | Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening |