

**MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED.  
(A GOVERNMENT OF MAHARASHTRA ENTERPRISE)**

**Advt.No.: MAHAIT/03/07/2023**

**Dated 04/07/2023.**

**ADVERTISEMENT FOR THE POST OF SR. ACCOUNT EXECUTIVE**

The MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) invites applications for the post of **Sr. Account Executive** amongst experienced, talented professionals purely on contract basis in the office of MAHAIT. The Brief information about MAHAIT and detail advertise for Sr. Account Executive is as follows. Walkin Interview on 11<sup>th</sup> July 2023.

**Pre-requisites & other Conditions**

- **Name of Post :** Sr. Account Executive
- **No of Post :** Two
- **Location :-** Applicant would be expected to work at Registered Office of MAHAIT
- **Qualification:** B.Com (M.Com / CA Inter preferred)
- **Experience:** 3 to 5 yrs in reputed organizations.
- **Remuneration :** Between Rs. 35,000/- to Rs.50,000/- Per Month

**Principle Responsibilities:**

- Responsible for day to day accounting operation.
- Core Accounting Knowledge
- Ensure all accounting transactions are recorded.
- Reconcile accounts payable and receivable.
- Processing receipt and payment
- Bank Reconciliation
- MIS Preparation
- Other accounting assignments as received time to time.
- Prepare monthly, quarterly and annual financial reports
- Knowledge of financial regulations, knowledge of financial and accounting procedures
- Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports
- Finalization

**Desired skills:**

- Must have core Accounting & MIS knowledge
  - Candidate should have good working experience on Accounting Software
  - Candidate should have good working experience in MIS-Office
  - Contributing to team efforts by accomplishing related results as needed.
- **SELECTION PROCESS :-**
- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
  - The selection process will consist of Personal Interview.

- MAHAIT reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Registered Office in MAHAIT. Call Letters for Personal Interview to all eligible applicants will be forwarded through e-mail ID mentioned in the Application Form.

Applicants will be required to produce of following, at the time of attending the Personal Interview:-

1. Two Passport Size Colour Photographs.
2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
3. Original Certificates related to Qualifications along with one set of Self Attested Copy.
4. Testimonials and documents related to experience etc.

**Time Schedule: -**

- Last date of receipt of application : 11 /07/2023
- Selection Process at Mumbai : July 2023

**Note:** The candidates shortlisted for Interview process will be informed to attend Interview process by email/SMS on the address/information provided by them in the application. MAHAIT will not be responsible for any loss of email /information sent due to invalid or wrong email id.

**• Terms and Conditions:**

(a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.

(b) No equivalent qualification shall be acceptable for the post.

(c) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.

(d) The candidates should have adequate Knowledge of 'Marathi, Hindi and English'.

(e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.

(f) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.

(g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.

(h) The selection in MAHAIT is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.

(i) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.

(j) Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of Personal Interview.

(k) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on foolscap paper. All items of the application must be filled in according to instructions given for filling the application form.

(l) Date of birth as per Secondary School Certificate (SSC) and age as on 30/06/2023 should be mentioned.

(m) Hard copies of Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to **The Managing Director**, MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) 3<sup>rd</sup> Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020. Or email on hr1.mahait@mahait.org so as to reach on or before 11/07/2023. Applications received after due date (for whatsoever reason) shall not be entertained.

(n) The job description provided in advertisement is of tentative nature. The job profile and responsibilities may differ in actual employment as per the decision of appointing and reporting authority in MahaIT.

(o) MAHAIT reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need arises, any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. The right to accept/reject any or all application(s) received is reserved with MAHAIT without assigning any reason thereof.

(p) Selected applicant will be appointed as Sr. Account Executive on contract of MahaIT.

(q) The appointment does not give any right to a candidate for regular employment in MAHAIT.

(r) Selected Candidate's services can be terminated by MAHAIT with two months' notice. If candidate wishes to leave the services of MAHAIT, he / she shall have to give two months' notice or remittance of two months' remuneration in lieu thereof.

**• Procedure to apply:**

Eligible candidates have to send hard copies of duly filled Application Form (in the format given below) attached with copies of Testimonials in support of age, qualifications, experience etc. addressed to **The Managing Director**, MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) 3<sup>rd</sup> Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020. Or email to hr1.mahait@mahait.org so as to reach on or before 11/07/2023 by 1700 hrs

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Date : 4<sup>th</sup> July 2023

Place : Mumbai

Managing Director

MITCLtd.