

West Bengal State Health & Family Welfare Samiti

Swasthya Bhawan, Wing-'B', 3rd Floor
GN-29, Sector-V, Bidhannagar
Kolkata – 700091

Recruitment notice no. SHFWS/2022/258

Date: 22.07.2022

West Bengal State Health & Family Welfare Samiti intends to hire one **Tax Consultant** on Part Time basis for one year at the State Head Quarter, West Bengal State Health & Family Welfare Samiti, Department of Health and Family Welfare, Government of West Bengal, having sufficient knowledge on Taxation and other Statutory Compliance related matters. He/She needs to **attend office at least once in a week and as and when required.**

The details of the position are as follows:

Name of the Position	: Tax Consultant (on part time basis)
Total Vacancy	: 1
Place of Posting	: State Head Quarter
Qualification	: Chartered Accountant
Experience	: 5 years experience as Tax Consultant and other Statutory matter in any Govt. Office or any reputed Corporate House.
Age as on date of this advertisement	: Maximum 60 Years
Remuneration	: ₹15,000/- per month

Mode of Selection : **Valid candidates will be called for interview and date for interview will be accordingly notified. Selection for the position shall be made on the basis of academic records, proficiency in Taxation and other Statutory Compliance related matters and performance at the interview**

Terms of Engagement : Initially contract period will be for 1 (one) year. In case of unsatisfactory performance the contract may be terminated before completion of one year. The contract may also be terminated by one month's notice from either side.

Nature of Works to be performed

- a)** To co-ordinate in filling periodically return of P. Tax, GST, TDS.
- b)** To co-ordinate in filling Annual Income Tax return with proper documents.
- c)** To attend Tax Authorities for different ongoing cases and new cases.
- d)** To advise on different taxation matters.
- e)** Renewal of registration of West Bengal State Health & Family Welfare Samiti under Society Registration Act 1961.
- f)** Preparation of reply against notice issued by IT and GST Authority.
- g)** Other taxation related work as directed by the Appointing Authority.

SCALE OF SCORING FOR THE ABOVE MENTIONED POSITION (TOTAL 50 MARKS)

Sl.	Particulars	Max. Marks	Description
1.	FCA	5	
2.	Experience	35	For 5 years – 20 Marks For more than 5 years – @ 3 marks per year upto a maximum of 15 Marks
3.	Interview	10	X
TOTAL		50	

Interested persons may apply along with required details (as mentioned above) and self attested testimonials by post to the address mentioned below within 5th-Aug-2022.

To,
The Executive Director
West Bengal State Health & Family Welfare Samiti
Human Resource Cell
5th Floor, Swasthya Sathi Building,
Swasthya Bhawan, GN-29, Sector-V, Bidhannagar,
Kolkata – 700091

The candidates must be sent undernoted self attested testimonials

- Application in plain paper
- Bio Data
- Proof of photo identity (issued by any appropriate authority) of the candidate.
- Proof of Address (Passport or Voter ID Card or AADHAAR Card)
- Age Proof Certificate (Madhyamik or equivalent examination certificate/admit card).
- Marksheets and pass certificates of essential qualification (i.e. FCA)
- Papers related to experience certified by the appropriate authorities.
- **All retirement related papers stamped by the appropriate authority (For retired applicant)**

The decision of the competent authorities regarding the recruitment is final.

The competent authorities may cancel the recruitment process at any stage of the selection process. **Applicants are requested to visit www.wbhealth.gov.in at the link "Recruitment" for information/instruction issued from time to time.**


Executive Director
WB SH & FW Samiti