

Executive-I (Accounts)

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	Executive-I (Accounts)	15	<p>Qualification:</p> <ul style="list-style-type: none"> • B.Com / BBA (Finance) or equivalent / similar qualification with at least 60% marks. • Computer literacy is mandatory. <p>Age Requirements:</p> <ul style="list-style-type: none"> • Maximum age 30 years 	<ul style="list-style-type: none"> • Process salary & arrear bills of employees and verification of pay fixation of employees, • Check and pass T.A., Medical, House Acquisition and Overtime bills. • Check and pass invoices of Air Tickets and Hand Receipt of GLI, WWF, ITR, Utility loans and union Fund • Prepare pay roll summary and Income Tax of employees. • E-filing of monthly/annual income tax return. • Process & Pass W.W.F. reimbursement claim. • Remit EP Fund contributions monthly • Prepare Salary Slip, LAC & Service Statement of JPCL officers • Record payment voucher in Cash Book Software • All other jobs assigned by Senior officers. • Processing the pension/pension contribution cases of retired/retiring employees • Revision of Pension cases in accordance with amendments issued from time to time • Check and process reimbursement for Pension, Electricity & Medical claims of retired employees. • Prepare pension payment cheque and vouchers • Maintain cash book of the pension section and all other matters relating to pension. • Prepare ledger post summary of Pension account • Record keeping of retired employees • Prepare data of retired employees for Actuarial Valuation. • All other jobs assigned by Senior officers • Assist in compilation of Budget from different section of the company. • Preparation of Filing of EPP & CPP Invoices and upload Invoices in CPPA-G Web Portal and Correspondence with NEPRA. • Prepare presentation data for Budget and Annual Accounts Review. • Prepare noting for Re-appropriation Budget. • Prepare different types of Managerial Reports (Economy Survey Report, Monthly/Quarterly/Annually Management Report, etc. • Check & pass the Electricity, Telephone, Gas, Advertisement bills and Newspaper bills • Manage petty advances and its adjustments. • Check and pass the mobile phone bills of JPCL officers. • Check & pass the Hand receipts claim of JPCL employees. • Check & pass advertisement bill of Tender & Quotation bills. • Adjustment of Purchase Committee. • Check & pass the POL and Maintenance of Vehicle bills of Transport section. • All other jobs assigned by senior officers.