

# Devagiri Kisan Agro Products Producer Company Limited

(Incorporated under the Companies Act, 2013)

Address:

Room No. 2, OLD Excise Office, Paralakhemundi  
Gajapati, Odisha, Pin – 761200

Email: [Dkappco@gmail.com](mailto:Dkappco@gmail.com)

Phone: 06815 222769

CIN – U014090R2017PTC027640

GSTIN: 21AAGCD4260J1ZW

Letter No: Dkappco/19-20/72

Date: 20.11.2019

## Recruitment Notice

Devagiri Kisan Agro Products Producer Company Limited invites applicants for one post of Accountant-cum-MIS incharge

### **Job Responsibilities:**

- He/She will be reporting to CEO of the company.
- Maintain all hand written financial records and ledgers.
- Will provide support such as typing and filing for the section.
- Will enter the computerized financial data for the monthly TALLY report.
- Will participate in preparation and tracking of all budget utilized at the company level.
- Will assist the CEO with every aspect of operation in the administration and also shoulder responsibilities as and when required and delegated by the CEO.
- Will responsible for maintain MIS of the company & facilitate in the process of Audit with concern of CEO.
- Will do regular field visit as per requirement of company.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports for both company & affiliated PGs.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Maintains customer confidence and protects operations by keeping financial information confidential.

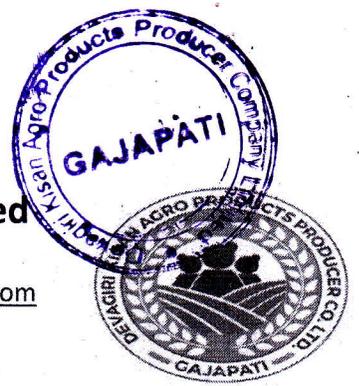
### **Qualification:**

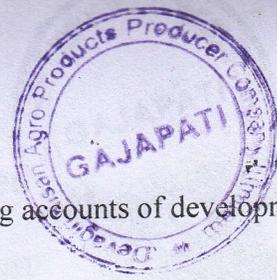
- B.Com or Above
- Knowledge on TALLY(ERP 9.0)

### **Work Experience:**

- Experience in handling commodity (market side and production side)

Devagiri Kisan Agro Products  
Producer Company Ltd. Gajapati  
Bani Mandel  
Chairman





- Minimum 3 years of relevant experience

Preferably: Out of 3 years of experience, one year experience in handling accounts of development sector/UNDP/NRLM projects

**Remuneration:**

- Rs 15,000 per month
- TA/DA and mobile allowance will be provided as per company norm.

**Terms and Conditions:**

1. Last date of applying is 10<sup>th</sup> ~~November~~ <sup>December</sup> 2019
2. Candidates can send complete CV and all relevant documents viz. Educational qualification, experience certificate etc. through email/courier/registered post.
  - a. Email: dkappco.hr@gmail.com/dkappco@gmail.com
  - b. Address: Devagiri Agro Products Producer Company Limited  
Room No-2, Old Excise building, B.N. Palace Road  
Paralakhemundi, Gajapati – 761200
3. Decision of selection committee will be final for the recruitment.

Chairman  
DKAPPCO Limited

Devagiri Kisan Agro Products  
Producer Company Ltd. Gajapati  
**Bani Mandel**  
Chairman