An Expression of interest in plain papers (Sealed) is hereby invited from the individual to function as Accountant for offering rate for the following activities on outsource basis in TFDPC Ltd. headquarters from August, 2020 to July, 2021 by the undersigned on behalf of Tripura Forest Development & Plantation Corporation Limited, Agartala.

Qualification, Experience and other terms and conditions

1. Minimum Qualification should be of Graduate with Typing/Computer knowledge.
2. Minimum 30(thirty) years experience in office related works & experience to establishment section in the post of Accountant or equivalent post in State/Central Government department or any Organization or Public Sector Undertaking having plantation activity over and above 5,000 Hectar. Preference will be given to those who worked in TFDPC Ltd and performed similar nature of works.

Nature of works:-

1. Monitoring the works of Establishment section & other sections as directed by the authority.
2. Checking of existing manpower, vacancies, 100 point roster, recruitment matter (preparation of appointment & fixation of Pay) etc.
3. Monitoring & preparation of reply of assembly/parliament question in respect of establishment section
4. Monitoring & preparation of reply of RTI/vigilance matters pertaining to Establishment & other sections.
5. Monitoring to preparation of draft letter/Note etc. in various matters
6. Any other works as and when asked by the authority.
7. Preparation of Statutory return of TFDPC for submission to various departments related to Establishment matter/other matters.

Rate of offer should be quoted mentioning per month in figure and words.

The willing individual having requisite qualification as mentioned above may submit expression of interest by Registered post to the O/O the Managing Director, TFDPC Bhavan, Abhoynagar, Agartala, Pin-799005 on or before 22.07.2020 at 4.00 PM. No expression of interest will be received after stipulated date and time.

Application alongwith full bio-data of the individual supported by photocopies of all documents to be covered and submitted. Original documents are to be brought for verification as and when required by Authority.

The Managing Director, TFDPC Ltd, Agartala reserves the right to accept or reject any expression of interest including the lowest one without assigning any reason or reasons thereof.

Sd/-
(Dr. A.M. Kanfde)
Managing Director

Copy to:-
1. The Incharge IT Section for uploading in the TFDPC website
2. Notice Board of this office