

Manager- (Accounts / Finance)

Number of Vacancies	One (01)
Job Description/ Responsibilities	<p>Financial Planning and Analysis:</p> <ul style="list-style-type: none">• Develop and maintain financial models, forecasts, and budgets for the Board's real estate projects and operations.• Analyze financial data, market trends, and performance metrics to provide insights and recommendations for decision-making. <p>Financial Reporting:</p> <ul style="list-style-type: none">• Prepare and present regular financial reports to senior management and stakeholders, including income statements, balance sheets, and cash flow statements.• Ensure compliance with accounting standards and regulations. <p>Investment Analysis:</p> <ul style="list-style-type: none">• Evaluate potential real estate investments, including property acquisitions, development projects, and partnerships.• Conduct feasibility studies, risk assessments, and financial due diligence for investment opportunities. <p>Budget Management:</p> <ul style="list-style-type: none">• Manage the budgeting process and monitor ongoing expenses for real estate projects.• Identify cost-saving opportunities and areas for financial improvement. <p>Cash Flow Management:</p> <ul style="list-style-type: none">• Monitor cash flows and ensure adequate liquidity to support ongoing operations and investment activities.• Optimize cash management strategies and investments. <p>Financial Strategy:</p> <ul style="list-style-type: none">• Collaborate with senior management to develop financial strategies and long-term financial goals for the Board.• Provide recommendations for capital allocation and financing options. <p>Tax and Compliance:</p> <ul style="list-style-type: none">• Ensure compliance with tax regulations and coordinate with tax professionals for tax planning and filing.• Stay up-to-date with changes in tax laws that may affect the Board. <p>Risk Management:</p> <ul style="list-style-type: none">• Identify financial risks and develop strategies to mitigate them.• Maintain insurance policies to protect against potential financial liabilities. <p>Financial Systems and Tools:</p> <ul style="list-style-type: none">• Oversee financial software systems and tools, ensuring their accuracy and efficiency.• Recommend improvements or updates to enhance financial operations. <p>Team Management:</p> <ul style="list-style-type: none">• Supervise and lead the finance team, including financial analysts and accountants.• Provide coaching and professional development opportunities for team members.
Academic Qualifications	MBA(Finance)/ CA/ICWA/CFA or equivalent

Work Experience	Minimum 10 years of experience in financial modelling or PPP transactions in Government / private sector
Pay Package	Maximum: Rs. 2,50,000 per month (With maximum annual increment 10 percent each year, subject to the satisfaction of the EC).
Terms of Employment	Initial contract for 11 months. May be extended on the basis of performance
Application Process	through Advertisement
Selection Process	<ul style="list-style-type: none"> • Shortlisting of CVs based on relevance of experience • Shortlisted candidates shall be called for interviews

Assistant Manager- (Accounts/Accountant)

Number of Vacancies	One (01)
Job Description/ Responsibilities	<p>Financial Record Keeping:</p> <ul style="list-style-type: none">• Maintain accurate and organized financial records, including ledgers, journals, and general accounting books.• Record financial transactions and ensure they are classified correctly. <p>Financial Reporting:</p> <ul style="list-style-type: none">• Prepare financial statements, including income statements, balance sheets, and cash flow statements, on a regular basis.• Generate financial reports to provide insights into the organization's financial performance. <p>Budgeting and Forecasting:</p> <ul style="list-style-type: none">• Assist in the development of budgets and financial forecasts.• Monitor actual financial results against budgets and provide analysis of variances. <p>Accounts Payable:</p> <ul style="list-style-type: none">• Process invoices and vendor payments in a timely manner.• Verify the accuracy of invoices and ensure proper authorization for payments. <p>Accounts Receivable:</p> <ul style="list-style-type: none">• Issue invoices to customers and clients.• Follow up on outstanding invoices and manage collections. <p>Reconciliation:</p> <ul style="list-style-type: none">• Reconcile bank statements, accounts payable, and accounts receivable to ensure accuracy and identify discrepancies. <p>Tax Compliance:</p> <ul style="list-style-type: none">• Prepare and file tax returns (e.g., income tax, GST) in compliance with relevant laws and regulations.• Keep up-to-date with changes in tax laws that may impact the organization. <p>Auditing and Compliance:</p> <ul style="list-style-type: none">• Assist in internal and external audits by providing documentation and explanations as needed.• Ensure compliance with accounting standards, regulations, and company policies. <p>Financial Analysis:</p> <ul style="list-style-type: none">• Analyze financial data and provide insights and recommendations to improve financial performance.• Identify cost-saving opportunities and areas for financial improvement. <p>Financial Software and Tools:</p> <ul style="list-style-type: none">• Utilize accounting software and tools to streamline financial processes and improve efficiency. <p>Recommend updates or improvements to financial systems.</p>
Academic Qualifications	B Com or Equivalent
Work Experience	Minimum 5 years of experience as Accountant. Should have good knowledge of using accounting software like Tally. Should have experience of computing Income Tax and GST
Pay Package	Maximum: Rs. 75,000 per month (With maximum annual increment 10

	percent each year, subject to the satisfaction of the EC). If hire from market or Pay Scale prevailing in Uttarakhand Government
Terms of Employment	Initial contract for 11 months. May be extended on the basis of performance.
Application Process	through Advertisement
Selection Process	<ul style="list-style-type: none"> • Shortlisting of CVs based on relevance of experience • Shortlisted candidates shall be called for interviews • Deputation/Outsource

Assistant Manager- Planning and Designing

Number of Vacancies	One (01)
Job Description/ Responsibilities	<p>Master Planning:</p> <ul style="list-style-type: none">• Assist in the development and maintenance of the PPP Project's master plan.• Collaborate with stakeholders to ensure alignment with long-term goals and market demand. <p>Land Use Management:</p> <ul style="list-style-type: none">• Oversee the allocation and zoning of land within the estate, ensuring efficient land utilization.• Ensure compliance with local zoning regulations and government guidelines. <p>Infrastructure Development:</p> <ul style="list-style-type: none">• Coordinate infrastructure development projects, including roads, utilities, and drainage systems.• Monitor construction progress, budgets, and quality standards. <p>Environmental Compliance:</p> <ul style="list-style-type: none">• Ensure that environmental regulations and sustainability initiatives are integrated into estate planning and development.• Coordinate environmental impact assessments and mitigation strategies. <p>Permitting and Approvals:</p> <ul style="list-style-type: none">• Liaise with regulatory authorities to obtain necessary permits and approvals for estate development and expansion.• Maintain an up-to-date understanding of regulatory changes affecting the estate. <p>Feasibility Studies:</p> <ul style="list-style-type: none">• Conduct feasibility studies for proposed development projects within the estate.• Evaluate financial viability and potential risks. <p>Budget Management:</p> <ul style="list-style-type: none">• Assist in budget preparation and cost estimation for infrastructure and development projects.• Monitor expenses and ensure adherence to approved budgets. <p>Stakeholder Engagement:</p> <ul style="list-style-type: none">• Collaborate with government agencies, tenants, contractors, and community stakeholders to facilitate cooperation and compliance. <p>Market Research:</p> <ul style="list-style-type: none">• Stay informed about market trends and demand for industrial properties.• Provide input on strategic decisions based on market analysis. <p>Documentation and Reporting:</p> <ul style="list-style-type: none">• Maintain accurate records of land use, development, and regulatory compliance.• Prepare regular reports on planning and development activities. <p>Other works as per allotted by M.D, UIIDB/Senior Officer(s).</p>
Academic Qualifications	B.Tech/B.Arch or Equivalent
Work Experience	Must have 5 years of experience. Candidate should have experience of working as Assistant Architect/Assistant urban planner/design.
Pay Package	Maximum: Rs. 1,25,000 per month (With maximum annual increment

	10 percent each year, subject to the satisfaction of the EC). If hire from market. The Salary mentioned is the maximum limit of monthly salary for the position and the actual payables would be decided upon the basis of last pay certificate/last pay drawn, Experience, Educational qualification and decision of the selection committee.
Terms of Employment	Initial contract for 11 months. May be extended on the basis of performance.
Application Process	through Advertisement
Selection Process	<ul style="list-style-type: none"> • Shortlisting of CVs based on relevance of experience • Shortlisted candidates shall be called for interviews

The eligible interested candidate has to apply in prescribed format and send their application with all required documents (soft copy) via email on [**uiidbuk@gmail.com**](mailto:uiidbuk@gmail.com) and hard copy on following address –

**Nodal Officer, UIIDB
4th Floor, Kapoor Tower,
Opposite Gandhi Park,
Dehradun- 248001**

The last date for submission of application by email is 29-08-2025 and by post is 05-09-2025 (1700 hrs).

No TA/DA will be paid for attending the interview.

APPLICATION FOR THE POST OF MANAGER
(ACCOUNT/FINANCE)/AM (DESIGN & PLANNING)/AM (ACCOUNT)
ACCOUNTANT

1. Name of the Candidate (in Block letters) : _____
2. Father's/Husband's Name (in Block letters) : _____
3. Date of Birth (in dd/mm/yyyy format) : _____
4. Permanent Address (with PIN code) : _____
5. Address for Correspondence (with PIN code) : _____
6. E-mail address, Phone Numbers (Office, Residence & Mobile) along with Fax Number, if any : _____
7. Gender: Male/ Female : _____
8. Details of Educational Qualifications from Matriculation onwards (Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient) :

Sl. No.	Class X	Class XII	Under Graduate	Post Graduate	MPhil/Phd
a. Examination passed					
b. Year of passing					
c. Name of College / Institute					
d. University/ Board					
e. Main Subjects					
f. Total aggregate & percentage of marks obtained, division and remarks, if any					

9. Details of experience (in chronological order). : Enclose a separate sheet. Duly authenticated by your signatures, if the space below is insufficient

Sl.No.	(1)	(2)	(3)	(4)	(5)
a. Name of organization					
b. Post held with dates (in dd/mm/yyyy format)					
c. Whether working on permanent / regular or ad-hoc, temporary, quasi-permanent or deputation or contract basis					
d. Period of tenure with dates (in dd/mm/yyyy format)	From				
	To				
e. Brief description of duties					
f. Details of total emoluments per month					
g. Details of experience* in the relevant field (with dates in dd/mm/yyyy format)					

DECLARATION:

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Application Form / Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date: _____

Signature: _____

Place: _____

Name: _____

Encl.:

1. Educational Qualification- Self-attested Copy of the Degree(s)/Certificate(s).
2. Self-attested Copy of the Certificates/ Documents regarding Relevant Work Experience.
3. Self-attested Copy of the last pay slip.