

## **Expression of Interest (Eoi) for Services of Chartered Accountant Service for a period of 1 year to KEONICS**

### **Introduction:**

Karnataka State Electronics Development Corporation Limited (KEONICS) was incorporated as a Public Limited Company in September 1976 with the objective of promoting the development of Electronic industry in the State and to create infrastructure for the rapid growth of Electronic industries. Now it is envisaged to function as a facilitator and as a catalyst for the development of electronic and IT industries in the State. Activities of Karnataka State Electronics Development Corporation Limited

1. IT Education

Company has a network of around 138 franchisee training centers throughout Karnataka.

2. Infrastructure Facility Services:

KEONICS has set up Electronics City on a sprawling 332 acres of land on Hosur Road, Bangalore. This Electronics City is today a major hub for Information Technology activities. Company has also taken up establishment and maintenance of IT Parks at Tier II cities in the State

3. IT Services:

Company has undertaken various projects of providing and programming of IT software to various Government Departments of Government of Karnataka. KEONICS is also

4. marketing computer hardware, software and electronic equipment's to various Government organizations. KEONICS is also providing e-tendering solution; Tender Wizard; to Government organizations.

5. Man Power Supply Services

6. KEONICS has also entered in to the field of providing skilled IT Manpower Services to

7. various Government Departments and organizations

### **Eligibility Criteria for selection:**

1. The candidate/Firm must be a member of Institute of Chartered Accountants in India.
2. The candidate/Firm should be a Chartered Accountant with minimum of 10 years working experience in dealing with all tax matters and financial statements with respect to Government Department or Public Sector undertaking post qualification.
3. Age of the candidate shall not be more than 45 years as on the last date for submission of application.
4. The service period will be initially for a period of one year which may be considered for extension based on the performance and necessity.
5. The knowledge of Kannada in reading / writing / speaking is essential.
6. The monthly remuneration/fees will be decided by the committee during the interview.
7. Documents should be submitted regarding expertise in income tax, GST compliance, etc.
8. KEONICS will consider expertise services while selection.
9. The selection of the candidate will be on the recommendation of the committee under the chairmanship of the Managing Director.

## **The Scope of work:**

### **I. All GST matters of the Company:**

1. Filing of all monthly GST returns, quarterly returns if any and annual returns and revised returns if required.
2. Giving opinion on all GST matters.
3. Attending GST authorities' office if required.
4. Assisting the accounting staff in making sales and purchase entries.
5. Implementing inventory wise accounting of purchase and sales entries with auto calculation of GST amount and auto deduction of statutory deductions like Income Tax TDS and GST TDS.
6. Verification of Voucher type accounting system for each type business division like Manpower Division, Commercial division, Infrastructure division
7. Verification of B2B — GSTIN and B2G — GST TDS number provided in the invoice.
8. Verification of invoice-wise margins on a daily basis.
9. Assisting in identifying proper HSN code to be mentioned in the sales invoice.
10. Preparation of IRN and QR Code for all the invoices.
11. Preparation and filing of GST return Form
12. Preparation and filing of GST return Form 3B.
13. Preparing workings for reconciliation for GST Turnover declared in monthly returns and Turnover as per books.
14. Reconciliation of Form 2A with the purchase entries in tally in detail format and following up with accounts department for the reconciliation transactions prepared.
15. Accounting of GST TDS deducted by various Government departments approx. around 800 entries per month.
16. Assisting GST auditor in GST annual return filing.
17. Attending GST notices for the monthly GST filings made.

### **II. All Income Tax and Tax deducted at source matters (including salary income tax):**

1. Daily verification of tax deducted at source entries.
2. Preparation of income tax challan to be paid for the tax deducted entries.
3. Reconciliation of tax deductions as per books and tax deductions as per returns.
4. Filing of income tax-tax deduction at source quarterly returns and revised returns if required
5. Filing of salary income tax-tax deduction at source quarterly returns and revised returns if required.
6. Giving opinion on all income tax matters.
7. Attending the notices received in respect of TDS matters.

### **III. Advise on All day-to-day accounting matters of the Company.**

**IV. To place one full time resource at Keonics office to take care of the above-mentioned matters and periodical visit of chartered accountant to Keonics office.**

**MAY ALSO INCLUDE THE COMPIATION OF ACCOUNTS FOR THE YEAR AND ASSISTING UP TO PLACING OF ACCOUNTS BEFORE AGM EVERY YEAR**

## **Roles and Responsibilities**

1. To have a roadmap for Organisation financial future.
2. To improve our corporation's financial performance and direct organisation operations, managing accounting records, evaluating and managing risk, ensuring compliance with regulations, overseeing accounting operations, analysing financial data, monitoring expenditure, forecasting revenue, coordinating auditing processes, and ensuring accuracy of financial information.
3. Formulating sound financial strategies, implementing proper internal controls, achieving Organizational targets, and developing financial plans that support organizational strategy.
4. Monitoring internal controls, Overseeing and preparing income statement, to formulate, implement, and constantly monitor various budgetary plans and procedures, managing financial transactions, streamlining accounting functions and operations, developing plans for financial growth, valuating and managing risk, Coordinating AG audit processes.
5. Place of work shall be at the registered office at Bengaluru, To provide advisory services in the area of book keeping evaluating and managing risk, ensuring compliance with regulations overseeing accounting operations, analysing financial data, monitoring expenditure, forecasting revenue, coordinating auditing, processes, and ensuring accuracy of financial information treasury operations, financial statements, maintenance of bank accounts, taxation issues, secretarial matters, marketing, audit and any other issues relating to financial management.
6. Shall possess expert understanding about taxation laws and more particularly about income tax, GST compliance, PT Compliance etc.
7. Shall be responsible for co-ordinate with statutory & Internal Auditors and CAG, income tax and GST authorities.
8. Shall ensure that all statutory filings under income tax, GST, PT and other statutory compliances etc., are filed within due dates.
9. Any other responsibility entrusted by Managing Director, KEONICS.

Interested candidates fulfilling the above eligible criteria may submit the application on or before 25.09.2025 up to 4.00 PM enclosing all relevant documents in support of age, qualification and experience through by post to below mentioned address:

Director Finance,  
KEONICS,  
BKG Sapphire, No 59, Kumara Park  
West Extension, Railway Parallel Road,  
Sheshadripuram, Bengaluru – 560 020

The KEONICS reserves the right to accept/reject the application of the candidature without assigning any reason/s.