

**Indira Gandhi National Open University
Campus Placement Cell
Maidan Garhi, New Delhi**

**Campus Placement Drive with M Sadashiv & Associates, Sanaatan Group
for GSTN Tax Payers Assistance Centre, Delhi-NCR on
July 26, 2017 at Convention Centre, IGNOU Campus**

Job Description

Team Sanaatan is a coalition of Intellectual Resources forming part of Sanaatan Group, all in an alliance engaged in managerial, legal, financial, secretarial, IT/ITES and Governance Services.

The vision of the Group is Endless Transformation, Immaculate Governance.

M Sadashiv & Associates, Company Secretaries are the driving force behind the Corporate Direction of the **SANAATAN GROUP**. M Sadashiv Puri has been founder of following **EFFORTS AND ESTABLISHMENTS**.

- ✓ Domain Consultant at Central Registration Centre, Ministry of Company Affairs with 76 + qualified Company Secretaries as SMEs, GSTN Tax Payers Assistance Centre with 200 + qualified/semi-qualified Commerce/Law Professional as SMEs, GSTN Tax Officials Assistance Centre with 25 + qualified/semi-qualified Commerce/Law Professional as SMEs.

- ✓ Handling State Wide Network for implementing e-Procurement and e-Bidding Mechanism.

- ✓ Handling Introduction of IT Enabled University Management System across Universities and Institutions.

- ✓ Domain Consultant, **INTELLIGST**, a technology enabled enterprise to facilitate business processes under GST Regime as MAS/ASP Service Mechanism.

The description of the present openings is as follows:

Company:	M Sadashiv & Associates
Positions:	Associate Trainees
Vacancies:	150
Location:	Delhi-NCR
Qualification:	Graduates/pursuing Post Graduate, M.Com, MCA, MEC

	and PGDAST
Stipend:	1.2 lakh and above all inclusive (1 year Contract)
Scholarship:	Cost of Admission Fee, Examination Fee, and Academic Training for pursuing ICSI course to be borne by organization
Competencies Required:	Good communication skills, Knowledge of Taxation and Accounting
Job Profile:	Resolving GST Query on Inbound Call

A brief introductory session of the company highlighting company profile, job requirements, CTC etc. will be conducted before the placement drive.

Important Note:

- Students are required to carry a copy of their resume at the time of interview .
- The Shortlisted Candidates have to undergo a training program before joining the Production Floor
- The list of selected students will be declared at the end of day. A welcome kit shall be shared with selected candidates on their Email for uploading of their documents on prohr.sanaatangroup.com.

Engagement Letters shall be issued after verification of the documents uploaded.

- Candidates are required to carry the following documents on the date of interview: an ID proof, Address proof, 2 passport sized photographs, mark sheets and certificate of X, XI & Graduation.

For further information, please contact:

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(Prof. B. B. Khanna)
Director (Campus Placement Cell)