



Mr. Anjan Kr. Dan  
Registrar (Addl. Charge)

Office of the Registrar & Controller of Examinations  
**KANYASHREE UNIVERSITY**

Krishnagar Collegiate School Campus  
(Academic Campus)  
Krishnagar, Nadia-741101  
West Bengal, India

Ref. No. KSRU-Reg.-EOI/20/2024-25

Dated 23.04.2024

**EXPRESSION OF INTEREST**

Sealed-offers for EOI (Expression of Interest) are invited for contractual engagement as a Tax Consultant in Kanyashree University, Krishnagar, Nadia on specific jobs basis for the Financial Year 2024-2025 and 2025-2026 (AY- 2025-2026 and 2026-2027). Initially, their appointment will be for one-year subject to renewal of service depending upon the performance. Last date of submission of Sealed offers is 06-05-2024 at 16 hrs.

**Scope of Work:**

1. Quarterly TDS Return for both employees and 3<sup>rd</sup> party concern with Form-16 and 16A.
2. Quarterly GST Return.
3. Quarterly Nil GST Return.
4. Yearly Professional Tax Return.
5. Yearly Income Tax Audit and Income Tax Return as per IT Norms.

The Tax Consultant should preferably be resided within Nadia district for good management and control.

**Eligibility Criteria (Documents are to be submitted):**

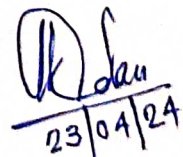
1. The consultant have all the statutory documents such as PAN, Aadhar, Registration number as issued by the Professional Bodies, job experiences certificates.
2. No-blacklisting or no-bankruptcy declaration is to be submitted.
3. Sealed envelope as super-scribed "EOI/TAX CONSULTANT" should be submitted in a specified box kept in the Administrative Office of the University.

**\*No other mode of submission of documents will be entertained.**

Sd/-  
Registrar  
(Additional Charge)

**Copy forwarded for information to:**

1. The Hon'ble Vice Chancellor
2. The Finance Officer
3. The Sr. Software Developer

  
23/04/24

Registrar  
(Additional Charge)

**Registrar**  
(Additional Charge)  
**Kanyashree University**

Official mail id: [registrar.ksru@gmail.com](mailto:registrar.ksru@gmail.com), [kanyashreeuniversity@rediffmail.com](mailto:kanyashreeuniversity@rediffmail.com)

Help-line no: +919233991522; Official Website: [kanyashreeuniversity.ac.in](http://kanyashreeuniversity.ac.in)

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