



GOVERNMENT OF KARNATAKA
Karnataka Biotechnology & Information
Technology Services [KBITS]



HIRING OF CET (Customs, Excise & Taxation) EXPERT FOR KBITS

KBITS, a Society under the Department of IT, BT and S & T, Government of Karnataka, is the 'Nodal Agency' to undertake investment promotion activities and render necessary guidance/ assistance to entrepreneurs to setup IT / BT related industries in the State. A separate cell has been formed under this office to facilitate industry representatives to tread regulatory frameworks in customs, excise and other taxation issues. The cell is called CET Advisory Cell (CETAC) has been constituted in KBITS.

KBITS intends to engage an experienced CET (Customs, Excise & Taxation) individual as Head – CETAC and assist in the above activities of KBITS. The requirement details are given below :

Sl. No.	Activity	Deliverables	Desirable	Time lines
1	Head CETAC	The objective of this job is to provide professional consulting in Customs, Excise and Taxation applicable at the state and central level as per the laws of the land. The consulting would be offered to the officials of KBITS, Bangalore Bio-innovation Center (BBC) and is incubates, IT-Start-ups in centres sponsored by KBITS, as well as others upon requirement and direction from MD-KBITS. Transactions in KBITS are maintained according to legal regulations.	1. Graduate / Post Graduate Degree. 2. 10 years minimum experience in relevant organizations / industry in the role of Finance and Taxation (CET) consultant / expert. OR Retired Central / State Government Employee and of Central Customs & Excise or State Commercial Tax Department (must have retired in the rank of Additional Commissioner (Customs and Central Excise / Joint Commissioner (Commercial Tax)) 3. Good Communications Skills and team player. 4. Accountability and ownership of tasks.	24 months & extendable
Resource Type			Head- CETAC	
Project Duration			24 months	
Total Number of Resources			One	
Remuneration will be on consolidated / fixed basis.				

Complete job description and format in which bio-data shall be submitted is enclosed. Eligible persons must apply with their complete bio-data only in prescribed format on or before 19th March 2016 at 5.00 P.M to the Managing Director, Karnataka Biotechnology and Information Technology Services (KBITS) at the below address. In addition to hard copy, a soft copy must also be sent to kbitshr@gmail.com. shortlisted candidates shall be informed by e-mail reference for final interview to be held in 4th week of March 2016.

Sd/- Managing Director, KBITS

Position	CET Expert in CETAC
Designation	Senior CET-Executive
Department	KBITS
Reports To	Managing Director / GM - KBITS

Job Objective:

The objective of this job is to provide professional consulting in Customs, Excise and Taxation applicable at the state and central level as per the laws of the land. The consulting would be offered to the officials of KBITS, Bangalore Bioinnovation Center (BBC) and its incubatees, IT-Start Ups in centers sponsored by KBITS, as well as others upon requirement and direction from MD-KBITS. Transactions in KBITS are maintained according to legal regulations

Primary Responsibilities/Description of Assignment

- Involve oneself in being up to date on all aspects of Customs, Excise and Taxation laws at both State and Central Governments level relevant to various sectors and in particular Biotechnology, Information Technology, Electronics System Designs and Manufacturing.
- Interacting with officials in KBITS on a daily basis
- Conducting of workshops / awareness session to ensure Start-Ups in both BT, IT and other relevant areas are on the right track.
- Responsible for preparing the required reports for the organization, analyze reports as well as present them to the higher management of the organization.
- Proactive liaising with the appropriate organizations as and when required.
- Reviewing KBITS systems and analyzing risk;
- Advising KBITS on areas of business improvement, or dealing with insolvency;
- Detecting and dealing with any relevant irregularities as they arise.
- Managing colleagues, workloads and deadlines.
- Help the organization to advocate required reforms in taxation rules in necessary forums in line with Ease of Doing Business.

Note : CET Expert should know government laws and regulations to comply with them.

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Managing Director, KBITS.

Profile

Education	Experience
<ul style="list-style-type: none"> • Graduate / Post Graduate Degree in relevant fields. 	<ol style="list-style-type: none"> 1. 10 years minimum experience in relevant organizations / industry in the role of Finance and Taxation (CET) consultant / expert. OR Retired Central / State Government Employee and of Central Customs & Excise or State Commercial Tax Department (must have retired in the rank of Additional Commissioner (Customs and Central Excise / Joint Commissioner (Commercial Tax))



CURRICULUM VITAE

Position Applied For :			
Personal Brief:			PHOTO
Name	:		
Date of Birth	:		
Address	:		
Phone	:		
Mobile	:		
Email	:		
Objective (Maximum 50 Words)			
Summary of Current and Previous Projects up to 5 major Projects (Maximum 500 words)			
Project Name	Client Name	Period	Description
Professional/ work experience summary:			
Organisation	Désignation	Period	
Key Strengths include: max 100 words			
Academic / Formal Education Summary:			
Degree	Institute	Period	% Scored
Not more than 500 words on "Why should KBITS recruit you?"			
Expected Remuneration			
<ul style="list-style-type: none"> • Last remuneration drawn (supporting document to be enclosed) 			