



Company Name

**JOB DESCRIPTION & JOB SPECIFICATION**

**Designation:**

**Primary Responsibilities:**

**Reporting Structure:**

**Reporting to:**

**Position reporting into this role:**

**Required Skill Set:**

**Key Result Areas:** Clients PF & ESIC Challan, monthly returns (form 4, 5, 6ps & statement IW-I), settlement, transfer-in, and transfer-out & Loan transactions.

**Internal:**

**External:**

**Job Description:**

**Evaluation Criteria :-**

**Internal:**

**External:**

**Primary Internal Interactions :**

**Primary External Interactions :**

**Educational Qualification:**

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**Work Experience:**

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