

Ref :- JRR/HO/23-24/019.

## JAIN RESOURCE RECYCLING PRIVATE LIMITED



To

Date: 22-09-2023

The Institute of Chartered Accountant of India,  
No. 122, Uthamar Gandhi Rd,  
Thousand Lights West, Nungambakkam,  
Chennai, Tamil Nadu 600034.



Dear Sir,

We would like to introduce ourselves as Jain Metal Group, a pioneer in the manufacturing sector. We are into this industry for more than 73 years. Jain Metal Group is One of India's largest & Most Renowned Recyclers of Ferrous & Non-Ferrous Metals since 1950.

Few Glimpses of Our Company:

- 3<sup>rd</sup> Largest Producer & Largest Exporter of Lead/Lead Alloy Ingots in India
- Largest recycler & Exporter of Recycled Copper raw materials in India.
- ISO Certified Company
- We have well defined Organisational Structure
- We have Our Sourcing Office at USA
- High international reputation
- We have our Corporate Head Office at Waddels road, Kilpauk. And we have 4

factory units located at Gummidipoondi (Northern Chennai) and one unit at Oragadam (Western Chennai)

We invite applications for the positions available at Our Head Office as per the Annexure-1.

With Regards,

  
Authorised Signatory

# JAIN RESOURCE RECYCLING PRIVATE LIMITED

To  
The Secretary,  
ICAI – SIRC,  
Chennai – 600 034.

Date : 22-09-2023

Annexure - I

Positions Vacant at Jain Metal Group – Head Office at Kilpauk

No	Position	Vacancy	Qualification	Experience	Stipend	Requirement
				in years		(Must)
1	Industrial Trainee (2 years Article ship)	2	CA-Beginners	Should have completed Industrial Training.	I year - Rs.15,000 II year – Rs.17,000	Must have Accounts knowledge

Industry – Metal Recycling

Job Description

- Preparation of Analytical reports for management like Costing reports,P&L reports etc.
- Preparation of Financial statements in accordance with statutory regulations
- Maintain records of Vouchers, invoices,payments etc.
- Handling day to day accounting
- Preparing invoices and following up for pending payments
- Handling all banking related works.
- GST and TDS returns filing

Interested candidates,please share your profiles to  
[hr1@jainmetalgroupprivate.com/hr2@jainmetalgroupprivate.com](mailto:hr1@jainmetalgroupprivate.com/hr2@jainmetalgroupprivate.com) / 6381968700/8610841781

With regards,

For Jain Resource Recycling Private Limited

  
Authorised Signatory