

Date - 21/7/2022

Applications are invited for the post of Accounts Assistant for Project - Pragati

The **Accounts Assistant (AA)** will be responsible for maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the project leader. The AA would be reporting to the Project Leader and the relevant section heads of the institute. Other duties and responsibilities may be assigned by the project leader. Work requirements and schedules may be discussed with the project leader to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications:

Bachelors degree in Commerce (B.Com) Plus five years of work experience or Masters in Commerce (M.com) and related disciplines plus one year of work experience in the Accounts and Finance matters.

Desirable experience:

- Good knowledge of maintenance of books of accounts as per accounting norms
- Good knowledge of finalisation of accounts of charitable organisations, charitable trusts/Statutory requirements, university systems of accounting.
- Knowledge of budgeting and multiple accounting and finance management
- Experience in working on ERP software, Proficiency in word, excel, tally and power point.

Remuneration : Consolidated salary of Rs. 30000 to 35000/- pm.

Application Process:

Candidates are requested to send their detailed CV to pragati.irhdp@gmail.com

The last date to apply for the position is 31 July 2022.

Only shortlisted candidates will be invited by an e-mail for written test/personal interaction to be conducted in the first week of August 2022.

Other Conditions.

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction,, who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction /skill test in case of high response.

(c) No queries or correspondence regarding issue of call letter, selection of candidates for the post etc will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

Note: Selected candidates are expected to join duty within 10 days of intimation of their selection.

Project leader