



Regional Centre for Urban and Environmental Studies, Lucknow

(Estd. By Ministry of Housing and Urban Affairs, Government of India)

Adjacent Registrar Office, Lucknow University, Lucknow, Uttar Pradesh-226007

Telefax 0522 2740165 website: www.rcueslucknow.org



Advt No.: URC/643/24/2023-24

Date: 18/07/2023

VACANCY ANNOUNCEMENT

ACCOUNT ASSISTANT	One post on purely contractual basis initially for six months. May be further extended on performance basis.
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Essential Qualification:

- 1- Masters or equivalent or Bachelor's degree in Commerce/Finance with at least 2nd Division.
- 2- At least 5 years of working experience in field of Accounting & Tally.
- 3- Excellent command on Tally ERP 9.0 Software & MS Office.
- 4- Good knowledge of Direct & Indirect Tax Accounting – TDS & GST.

Desirable Qualification:

- 1- Candidate having professional qualification like MBA-Finance, CA or CA (Inter) will be preferred.
- 2- Excellent oral & written English.
- 3- Good interpersonal & communication skills.
- 4- Hindi & English Typing as per norms.

Age Limit:

21 – 40 years.

Remuneration:

Negotiable for the right candidate.

Interested candidate email their application along with the resume to vacancy.rcueslko@gmail.com or send the hard copy to Regional Centre for Urban & Environmental Studies, Adjacent Registrar's Office, University of Lucknow, Lucknow (U.P) – 226007 via speed post or by hand on or before 31-07-2023 by 05:00 pm stating on the cover page "Application for the post of.....".