

1/1202/2022



Society for Promotion of Vocational & Technical Education
[SOVTECH]
Port Blair

VACANCY NOTICE

Advertisement No. SOV/2-23/Contract(AO&AA)/2014/165
13/10/2022

Dated

SOVTECH invites applications from eligible candidates for filling up of the post of Accounts Assistant purely on contract basis.

Sl. No.	Name of the Post	No. of Post	Consolidated Pay in INR	Essential Educational Qualification and other criteria
1	Accounts Assistant	01 (One)	30,000/- per month	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.Com from any recognized University. 2. Tally Course Certificate or equivalent Certificate. 3. 3 years experience in Accounts related work in Govt. Dept. And PSU with working knowledge in PFMS, TDS, GST & EPF. <p>Age: Not Exceeding 35 years.</p>

The details of selection criteria are as under:

Method of selection	Max Marks	Minimum Qualifying Marks	Syllabus
Written Examination	100	40	<ol style="list-style-type: none"> 1. General English-MM 20 2. General Knowledge - MM 20 3. Quantitative Aptitude - MM20 4. Commercial Accounts - MM 40

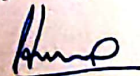
METHOD OF SELECTION:

Written test for 100 marks as per the syllabus.

EXAMINATION DATE AND VENUE: Written test for eligible candidates will be held on **8th Nov, 2022** from 9.30 AM to 12.30 PM at DBRAIT campus.

TENURE OF CONTRACT:

The period of contract shall be for Five Years renewable on yearly basis based on performance.

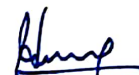

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GENERAL CONDITIONS:

- The candidates needs to apply online by visiting the url - <https://erecruitment.andaman.gov.in> or may also apply through eDweep Kendra (CSC) by paying usual charges for scanning and uploading the documents.
- All relevant documents in support to the essential qualification, desirable qualification like Educational Certificate, Mark Sheets, Age Proof and Experience Certificate should be uploaded along with the applications.
- The last date of submission of application (online) is **27.10.2022 by 4.30 PM.**
- Applications received after the due date and time shall not be considered.
- Society for Promotion Vocational & Technical Education (SOVTECH) reserves the right in all respect regarding filling up the post and the decision. Its decision will be final and binding.
- In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information, his/her candidature will stand rejected.
- The candidates are advised to go through the requirements of educational qualification, age etc. carefully and satisfy themselves that you are eligible before appearing for the interview.
- The decision of SOVTECH in all aspects pertaining to the application, its acceptance or rejection, conduct of interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned. SOVTECH reserves its right to alter/modify any condition laid down in this vacancy notice or any backend process for conduct of selection during its various stages as warranted by an unforeseen circumstances arising during the course of this process or as deemed necessary by SOVTECH at any stage.
- Applicants should note that some of the above posts may involve work of arduous nature and in shifts.

ACTION AGAINST MISCONDUCT:

- i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.
- ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct during the selection process, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
 - a) Disqualified from the selection process and/or
 - b) Debarred either permanently or for a specified period from any examination/recruitment and/or
 - c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the roll of SOVTECH.


13/10/22