

ADVERTISEMENT FOR THE POST OF ACCOUNTANT

Applications are hereby invited from interested candidates for the post of **Accountant** for appointment on contractual basis for the period of one year to be renewed on need and performance based .

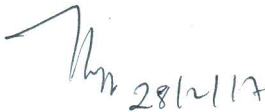
Application should contain full particulars of candidates, to be accompanied by

1. All testimonials of age, conduct and academic qualification.
2. Experience certificates if any
3. SC/ST certificate (if any)
4. Two passport-size photographs (scanned photographs in case of email applications)

Eligibility:

- Age:** Should not be more than 28 years as on 1st March 2017. The upper age limit will be relaxed by 5years for SC/ST candidates.
- Minimum Qualification:** Bachelor Degree in Commerce.
- Other Qualification:** Knowledge of Tally ERP9 Candidates having knowledge of Khasi and Jaintia /or Garo language will be preferred.
- Experience:** Candidate having at least 2(two) years experience in Government/ Non-Government organizations in the relevant field will be preferred.
- Remuneration:** Selected candidate will be paid a fixed remuneration of Rs. 20,000/- p.m.
- Job Requirement:** The selected candidate will have to maintain the books of accounts under the project and upload reports online through GOI portal, DDU-GKY and other tasks as assigned by the superiors from time to time.

The application complete in all respect, should reach to the office of the undersigned on or before 24/03/ 2017. Shortlisted candidate will have to undergo a written examination for which intimation will be issued in due course.


28/2/17