INSTRUCTION SHEET

A) For Accounts Executive:

a) Candidates must have obtained at least 50% Marks in aggregate or equivalent grade in all Qualifying Degree/ Diploma.

b) Candidates with last semester result awaited or incomplete degrees are not eligible to apply.

c) Candidates must bring ALL original mark sheets /degrees and their self attested photocopies on the day of the interview else his/ her Candidate will be cancelled.

d) Candidates must bring all relevant Experience Certificates/ Experience Proof documents (in original) including the current place of working on the day of the interview.

e) For Person holding B.Com degree relevant experience in the field of at least 4-6 years is must.

f) For Person holding M.Com /Inter CA degree relevant experience in the field of at least 2-3 years is must.

g) The position is purely on Contract basis initially for 6 months.

h) The Interview fee once deposited is non-transferable and non-refundable.

i) Age preferably: 35 years

B) For Administration Assistant:

a) Candidates must have obtained at least 50% Marks in aggregate or equivalent grade in all qualifying Degree/ Diploma.

b) Candidates with last semester result awaited or incomplete degrees are not eligible to apply.

c) Candidates must bring ALL original mark sheets /degrees and their self attested photocopies on the day of the interview else his/ her Candidate will be cancelled.
d) Candidates must bring all relevant Experience Certificates/ Experience Proof documents (in original) including the current place of working on the day of the interview.

e) The position is purely on Contract basis initially for 6 months.

f) The Interview fee once deposited is non-transferable and non-refundable.

g) Age preferably : 30years

C) For Administration Executive (Personnel) :

Job Profile: To provide advice on all personnel/Service matters, analysis of proposal received and recommendations, drafting of reports in MIS, Guidance to staff working in Personnel Wing, labour contact etc.

Eligibility: Retired Govt. employees including employees of autonomous bodies/PSUs at Section Officer level or below, having qualification with Graduation in any stream/MBA (HR)/PGD in HR/LLB related subjects from a reputed University/Institution.

Experience: Minimum 4-6 years experience in Personnel matters especially areas indicated in job profile.

Remuneration: For Retired Govt. officials-last pay(-) Pension (+) DA, for officer retired from Non-pensionable organizations and others-consolidated remunerations between Rs.20,000/-p.m. to Rs.25,000/-p.m. keeping in view the qualification experience /knowledge of the field.

Age: Not more than 62 years as on 12.7.2016