

Recruitment Notification

Application enclosed along with CV are invited for a post of Accounts Assistant (Contractual) under IDP, NAHEP with lump-sum remuneration of Rs. 25000 per month. The applicants having following qualifications should apply. The post is purely temporary and co-terminus with the project.

1. **Educational Qualification:** Must possess at least a degree in Commerce/Accountancy/Finance and Accounts from a recognized University/Institute.
2. **Working Experience:** Must have at least 2 year of professional experience in accounting/finance in any Govt./Public or Private sector organization.
3. **Computer Skills:** Must have experience of using Internet based applications using and working with Tally Accounting System/M. S Office Package and other related applications.
4. **Language:** Good level of fluency in English.

Desirable Qualification:

1. Post Graduate Degree/Diploma in Finance and Accounting.
 2. **Age:** Should not be more than 35 years as on 1st January, 2021
- ✓ Filled in Application along with CV are to be submitted in **nahep_aau@aau.ac.in** or **drkksttb@gmail.com** on or before 5th January, 2021.
 - ✓ Shortlisted Candidates will be invited through their respective emails for Walk-In-Interview and test for computer skills.



1. **FULL NAME:**

2. **ADDRESS:**

3. **PHONE NUMBER:**

4. **EMAIL ID:**

5. **DATE OF BIRTH:**

6. **EDUCATION QUALIFICATIONS:**

Sl No	Course Name	Board/University	Marks Obtained	Total marks	Percentage	Year of Passing	Duration (In years)
1	HSLC						
2	HS						
3	Degree						
4	Masters						
5	Computer Diploma						

7. **WORK EXPERIENCE:** (Newest First)

Sl No	Organisation	Name of the Post	Last Salary Obtained	Duration (In months)
1				

8. **Have Experience working with Tally Accounting System? Yes/No**

I hereby declare the information stated above is true the best of my knowledge and belief, no attempts have made to falsify.

Place:

Date:

SIGNATURE OF THE APPLICANT