

No.A-103/GIFT/2024

18/07/2024

NOTIFICATION

Applications are invited for the post of Junior Accountant on a Contract basis for One year with a consolidated monthly pay of Rs. 30000/-.

The scope of work includes invoicing, computerized accounting, statutory return compliance for GST & Income Tax, preparation of periodical reconciliation statements, and financial statements of the Institute.

Required minimum Qualifications: B.Com. with CA-Intermediate OR B.Com with a minimum of 3 years experience especially in Tally Accounting Software, GST & IT return filing with any practising Chartered Accountant Firms /Qualified Tax Practitioners/ Consultants

Desirable/additional Qualifications: CA/ ACCA/CMA/ M.com/MBA/ with working experience in Academic/Research/Training Institutes

Maximum Age: 45 years

Last date of submission of application in the prescribed format (online only): 5 August 2024

Click here to download the Application Form.

Interested candidates meeting the eligibility requirements may send a soft/scanned copy of the application in the prescribed format as an attachment to careers.gift@gmail.com



Director