

10/8/2021

IHE/2021-22/Admin/358

NOTICE

The College is inviting applications on plain paper giving all details such as name, address, Qualifications, Date of Birth, experience etc. for the post of Accounts Assistant on purely contractual basis on a consolidated salary.

Sl. No.	Name of the post	No. of Post	Consolidated Salary per month
1	Accounts Assistant	One	Rs. 25,000 - 30,000/- p.m. (Negotiable)

Qualifications Required


Essential Qualifications

1. Graduation in B.Com/Commerce from a recognized University
2. Certificate in Tally and Working knowledge in Tally.

Experience

1. Minimum 3 years experience of work in Accounts Department in an Educational Institute.

The complete application in all respects along with copies of all marksheets/certificates/ documents/ testimonials/experience letter should reach the College office on or before 18/8/2021 5:00 p.m.


Prof. (Dr.) Geeta Trilok-Kumar
Director