

## **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 : 35years

### **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.20,000p.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