

## ADVERTISEMENT

Appointments of Accountant for TEQIP-III Unit on Temporary basis.

The applications are invited from the eligible candidates for the temporary project position as shown below FOR THE DURATION OF 11 MONTHS for the **TEQIP III Cell of Punjab Engineering College (Deemed to be University), Chandigarh. The last Date of Acceptance of applications is 30.07.2018.**

S.No.	Post Name	Prescriptions
01	Accountant	<p>No. of Post : 01</p> <p><b><u>Pay Scale:</u></b> Consolidated salary of Rs. 35,000/- per month.</p> <p><b><u>Position Status:</u></b> The post is temporary for the duration of 11 months.</p> <p><b><u>Duties and Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Keeping record of Accounts and payments of every procurement under Tally software.</li><li>• Academic activities, auditing process, record keeping, operation of PFMS, etc.</li></ul> <p><b><u>Age Limit:</u></b> Between 18 Years to 37 Years.</p> <p><b><u>Educational Qualification:</u></b> <u>B. Com.</u> with 1<sup>st</sup> Division from recognized University. Preference will be given to candidate having higher qualification in Commerce stream.</p> <p><b><u>Desirable Experience:</u></b></p> <ul style="list-style-type: none"><li>• Fluent in English typing</li><li>• Full Knowledge of computer (word, excel, power point etc.)</li><li>• Capable of handling day to day the financial activities.</li><li>• Knowledge of Tally Software.</li></ul>

### General Term and conditions:

- The eligible candidate for the above post are required to submit the application form in prescribed format before **30.07.2018**.
- The complete application form in prescribed format should be send through registered post/ courier or by hand.
- This Institute will not be responsible for postal delay. The application form received after the due date will be rejected.
- Candidate before submitting the application should ensure that they are fulfilling the criteria.
- Incomplete and non-eligible form will be rejected.
- Candidate is required to attach the necessary supporting document in support of their qualification and experience & the same should be produced at the time of interview, if the candidate application form is shortlisted.

- Only shortlisted candidate's selected on the basis of education and experience will be called for interview.
- The last date for receiving applications forms **30.07.2018 till 05:00 PM.**
- The list of shortlisted candidate's will be displayed at Institute website only, (no separate intimation will be sent either through post, email, message, phone etc).
- The date, time and venue for the interview of shortlisted candidate's will be displayed on Institute website only, candidate are advised to visit the Institute website.
- The Institute reserves the right to decide the selection criteria for short listing the candidate's.
- The Institute reserves the right to cancel the selection process without assigning any reason to the applicants.
- The complete application form along with supporting documents should be send to :  
**The Office of Coordinator,  
TEQIP-III Project,  
Punjab Engineering College (Deemed to be University),  
Sector-12, Chandigarh.  
Pin Code -160012**

**The posts are purely on temporary basis. The selected candidate's will have no claim for permanency/continuation/ renewal.**

**In case of any further help please contact undersigned on any working day during the office time.**

**Coordinator,  
TEQIP-III,  
Punjab Engineering College (Deemed to be University),  
Sector-12, Chandigarh.  
Contact No. 0172-2753915**