

ADVERTISEMENT FOR WALK-IN-INTERVIEW

Morigaon District Water and Sanitation Committee requires one Accountant on purely temporary basis initially for a period of 12 months under Swachh Bharat Mission (Gramin).

Name of Post : Accountant

No of Post: 1 (one)

Minimum Educational Qualification and Experience:

- Graduate in Commerce in recognised institute.
- Minimum 2 years of relevant post qualification experience in Office Administration/File Management/Office correspondence with Government projects.
- Experience of working in Tally software for at least 1 (one) year.
- Sound knowledge of Government Accounting, Income Tax, VAT and other taxation matters.
- Exceptional degree of integrity, judgement and tact in handling the most sensitive, diverse and confidential material.
- Must be computer literate and should have knowledge of MS-Office, Internet, E-mail etc.
- Strong communication skills in English, Hindi and local language.

Monthly Remuneration: Fixed remuneration of Rs. 25,000/- (Rupees Twenty Five Thousand only) per month which is inclusive of all allowances and perks. However, TA/DA for official tour will be reimbursed as per the rules of SBM(G).

Interested candidates may attend a walk in interview at Circuit House, Morigaon scheduled on 18.4.2018 at 12 noon. The interested candidates will be required to bring one copy of recent passport photo and copies of original certificates in support of educational qualifications and experience along with one set of self attested photocopies. Short listed candidates may have to stay back for the next day for computer practical test at Morigaon.

**Sd/- Member Secretary, DWSC Cum
Executive Engineer (PHE)
Morigaon Division, Morigaon.**