

**DETAILS FOR THE POSTS OF ACCOUNTANT**  
**(on contract basis)**

The applications for the One (01) post of full time Accountant on contract basis are invited for the office of Head, Sponsored, Research & Industrial Consultancy at Punjab Engineering College (Deemed to be University), Chandigarh. The eligibility criteria and other details for the said post are as under:-

<b>Designation</b>	: Accountant
<b>No. of Post</b>	: 01 nos.
<b>Appointment</b>	: On Contract basis for six months initially, extendable upon satisfactory performance, for another term.
<b>Remuneration</b>	: The consolidated fixed salary for this post will be Rs. 30,412/- P.M as per the current prevailing DC rate (to be revised from time to time as per Chandigarh Administration orders). Other terms and conditions for this appointment will be as per institute rules
<b>Educational Qualification</b>	: Graduation in Commerce & having knowledge of accounts software like TALLY etc., well verse with tax (GST, TDS) related issues.
<b>Experience</b>	: Must have three years of minimum experience in maintaining manual accounts books.
<b>Job Description</b>	: The Accountant may also be required to work during evening or weekends in addition to routine work. The Accountant may also carry out other relevant duties assigned by the Institute from time to time.

**Date of Written Test and Interview will be informed separately to the shortlisted candidates.**

The prescribed application form filled in all respect should reach to the office of the Head Sponsored, Research & Industrial Consultancy office by **07.04.2023 till 4.00 pm**. Applications received after due date will not be entertained.

Mere fulfillment of qualification requirements does not entitle candidates to be called for written test & interview.

No correspondence whatsoever will be entertained from applicants regarding reason for not being called for written test & interview.

For any query contact:

**Head, Sponsored Research & Industrial Consultancy**  
**Punjab Engineering College**  
**(Deemed to be University),**  
**Sector 12, Chandigarh**  
**Phone: 0172-2753054; Email: [deanrp@pec.edu.in](mailto:deanrp@pec.edu.in)**