

Hostels of PEC are recruiting need based 02 Nos. of Accountants purely on contract basis.

Designation	Accountant
No. of post	02
Appointment	Purely on Contract basis for a period of six months, extendable subject to need based requirement and satisfactory performance.
Salary	As per DC Rate, notified by Chandigarh Administration
Age limit	• Not exceeding 40 years and relaxation in age to SC/ST/PWD candidates as per govt. norms (as on the last date of advertisement). • Retired Government employees who have served as Senior Assistants/Accountants with at least 5 years' experience in handling accounts and financial matters are eligible.
Essential Education qualification	B.Com from recognized University or Institute with at least 55% Marks for General category & 50% marks to SC/ST/PWD candidates. Or M.Com from recognized University or Institute with at least 55% Marks for General category & 50% marks to SC/ST/PWD candidates. Or Retired Government employees who have served as Senior Assistants/Accountants with at least 5 years' experience in handling accounts and financial matters are eligible.
Essential Experience (2 years for B.Com) or (1 year for M.Com) Candidates	• Must have knowledge of tally software for which certificate to be attached. • Must have knowledge of filing of GST/TDS returns. • Writing of cashbooks. • Knowledge of payrolls, preparation of vouchers and other documents relating to receipts and payments.

Dean Student Affairs