

DETAILS FOR THE POSTS OF ACCOUNTANT

The applications for the post of full time (02 nos.) accountant on contract basis are invited. The eligibility criteria and other details for the said post are as under:-

- Designation** : Accountant
- No. of Post** : 02 nos.
(01 no. for PEC Hostels and 01 no. for the office of Dean Sponsored, Research & Industrial Consultancy)
- Appointment** : On Contract basis for six months initially, extendable upon satisfactory performance, for another term.
- Remuneration** : The consolidated fixed salary for this post will be Rs. 28,214/- P.M as per the prevailing DC rate, and other terms and conditions for this appointment will be as per institute rules
- Educational Qualification** : Graduation in Commerce & having knowledge of accounts software like TALLY etc., well verse with tax (GST, TDS) related issues.
- Experience** : Must have three years of minimum experience in maintaining manual accounts books.
- Job Description** : He/She 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 Interview will be informed separately to shortlisted candidates.

The prescribed application form filled in all respect should reach to the office of the **Dean Student Affairs by 15.01.2021 till 04.00 pm.** Applications received after due date will not be entertained.

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

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

For any query contact:

Dean Student Affairs
Punjab Engineering College
(Deemed to be University)
Sector 12, Chandigarh
Phone: 0172-2753074-71
Email: deansw@pec.edu.in

APPLICATION FOR THE POST OF ACCOUNTANT (on contract basis)

(Information on all 12 items must be filled. Incomplete applications are liable to be rejected)

1. Advertisement No. /Date : _____
2. Post applied for : _____
3. Name : _____
4. Father's Name : _____
5. Date of birth : _____
6. Nationality : _____
7. Sex (Male/Female) : _____
8. Address for correspondence : _____

Affix passport
size photo
here

Present	Permanent
.....
PIN	PIN
Phone Mobile	Phone Mobile
E-mail:	E-mail:

9. Educational / Professional Qualification: (Attach copies of certificates)

Examination Passed	Board/University	Duration of degree	Year of passing	Percentage of marks	Subject (s) studied

10. Details of employment in reverse chronological order (attach separate sheet, if necessary).

Organization	Post Held	Regular/ Temporary/ Permanent/ Contract	Period of employment		Duration of each employment in years/months	Scale of pay
			From	To		

11. If appointed, how much time would you require for joining the post? _____

12. Details of enclosures: (attach separate sheet) _____

DECLARATION

I hereby declare that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for.

Place: _____

Date: _____

Signature of the Candidate