

PANJAB UNIVERSITY, CHANDIGARH

Advt. No. 05/2015

WALK -IN-INTERVIEW

The Walk-in-Interview will be conducted on 08/01/2016 at 10:00 AM in the **Syndicate Room, 1st Floor, Administrative Block, P.U. Chandigarh** for engaging Accountants purely on temporary basis for working six days in a week on fixed emoluments of Rs. 20,000/- p.m. to complete the reprocessing of voucher through Tally software. The interested candidates must bring their Bio-Data on the prescribed application form along with original documents/certificates at the time of walk-in interview. No TA/DA will be paid. The advertisement, detailed instructions alongwith application form are available on the P.U. website jobspuchd.ac.in.

Registrar

DETAILED INSTRUCTIONS

A panel of 20 Accountants is to be prepared with qualification, job description, remuneration and other conditions as below:-

1. **Qualification:** B.Com (2nd division), Certificate course in Tally software and 3 years work experience in Tally software.
2. **Job Description :** Creation of entity, ledgers, sub-ledgers etc. in the Tally software, processing of vouchers, preparation and reconciliation of trial balance and all incidental work relating thereto as per the directions of the concerned Controlling Officer.
3. **Remuneration:** Rs. 20,000/- p.m. fixed.
4. **Mode of Appointment:** The selection shall be made on merit on the basis of Walk-in-Interview.
5. **Term of Appointment :** The appointment shall be specific to job i.e. processing of vouchers through Tally software and shall be co-terminus with the completion of job. The expected period for completion of the job, is 6 months.
6. The candidates are required to submit one set of copy of educational qualification and experience certificates along with application form at the time of walk-in interview.
7. The candidates are advised to reach to the venue half an hour before the scheduled time.

APPLICATION FOR ENGAGEMENT AS ACCOUNTANT IN THE PANJAB UNIVERSITY

1. Name: -

2. Father's Name: -

3. Date of Birth: -

4. Category i.e. (SC/BC/Gen./PH): -

5. Address for correspondence: -

6. Mobile No. :-

7. Phone No. :-

8. E-Mail ID :-

9. Educational Qualification :-

Space for recent passport size photograph

Exams Passed	Board / University	Year	Marks	
			Obtained	Total

10. Experience

Sr. No.	Name of the Organization	Designation	Job Profile	Period of Service	
				From	To

11. Appearing for any exams from Panjab University, Yes or No. _____

12. **Verification & Undertaking:** -

a. I, _____S/D/o Sh. _____do hereby solemnly declare that the above facts are true to the best of my knowledge and belief and nothing has been concealed. I understand that the University can take action against me in case I am declared by them to be guilty of furnishing any wrong information or suppressing any facts.

b. I also declare that I have never been dis-qualified from appearing in any examination.

c. I fully understand that my engagement shall be specific to job i.e. processing of vouchers through Tally software and shall be co-terminus with the completion of job. I shall have no claim whatsoever for continuation of my work or regularization of the duty.

Dated _____

Signature of the applicant
Address_____,
_____.