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

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