

ADVERTISEMENT

Adv. No. MAKAUT/REG/VACANCY/04/19 DATED 18 Oct 2019

Applications are invited for the post of Officer on Special Duty (OSD) (Admin), Steno/typist and Supervisor Accounts on purely contractual basis. Candidates should have knowledge in following area :

- (i) (OSD (Admin))
 - (a) Procurement procedure in government sectors
 - (b) Experience of event management
 - (c) Knowledge of working on computer

Candidates having relevant qualifications with minimum 15 years of experiences are eligible to appear in a walking interview on 22 Oct 2019. Ex-servicemen (Army/Navy/Air Force or any Central government or State government organization/Multinational Professional Organizations) will be given preference.

- (ii) Steno / typist – Candidate with adequate knowledge / practise of stenography / computer knowledge / experience in the relevant field.
- (iii) Supervisor Accounts – Educational Qualification – M Com, CA/ ICWAI Inter. Certificate /Diploma in Financial Accounting System from Recognised Institution. At least 10 years of experience in supervisory level in a State Govt. / autonomous Body /CA Firm/Academic Institutions in handling procurements. GST & TDS formalities, finalization of Accounts, Salary payments. Inventory control etc.

Application along with CV should be sent to registrar.makaut@gmail.com 21 Oct 2019 mentioning the advt. No.

(Partha Pratim Lahiri)
Registrar
MAKAUT,W.B
Oct 2019