

Victoria Memorial Hall

(An autonomous organization under Ministry of Culture, Government of India)
1, Queen' way, Kolkata-700071

Advertisement for engagement of one Accounts Assistant on contractual basis with consolidated remuneration in Victoria Memorial Hall for day to day work in Accounts Unit of Victoria Memorial

The eligibility criteria and other details are given below.

1	Name of the Assignments :	1. Accounts Assistant (one)
2	Mode of recruitment:	As may be decided by the Selection Committee
4	Consolidated Remuneration:	1. Accounts Assistant (one) Rs 30,000/- p.m
5	Age limit	Not exceeding 45 years as on 01.11.2019.
6	Educational and other Qualifications required. a) For One Accounts Assistant	<p>Essential</p> <p>(i) PG / Hons. Graduate in Commerce from a recognized University.</p> <p>(ii) Minimum five years practical experience in Accounts work in Government Establishment.</p> <p>(iii) Sound knowledge in computer application (viz. Tally, ERP, MS Excel, Power Point etc.)</p> <p>Desirable</p> <p>(i) C.A (Inter)</p>
7	Duties and responsibility of Accounts Assistant	<ul style="list-style-type: none"> • Data entry and maintaining of all day to day accounting transactions in to the Tally Software. • Prepare, and maintain all transactions vouchers, supporting documents, books and registers pertaining to Receipts, Payments, Income & Expenditure, Assets, Liabilities, and Bank Reconciliations. • Assist in preparing the Annual Accounts of the organization as per the prescribed format of Accounts for Central Autonomous Bodies including all required schedules, disclosures and computation notes. • Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet. • Assist in preparation of all required information to facilitate Audit of Accounts conducted by CAG, Internal Auditor, and other agencies.
8	Condition for engagement	<ul style="list-style-type: none"> • The engagement is specifically on Contract basis. The appointment will be initially for a period of one year, and may be extended further for period/s to be determined solely at the discretion of the Victoria Memorial Hall, if the services of the candidates are found satisfactory. • There are no other allowances over and above the fixed consolidated remuneration. • The engagement may be terminated by any party within this period after giving one month notice. • The engagement is on a purely temporary basis and will not entail any claim for any regular appointment in future.

9	How to Apply	<ul style="list-style-type: none"> • Candidates are advised to submit the Application to our email address vmhapplication@gmail.com for the advertised assignment in the format attached as Annexure I, to paste a recent self-attested passport size photograph in the space indicated, put her / his signature in the space provided and submit the application accompanied with the copy of following self-attested documents : <ul style="list-style-type: none"> ➤ Madhyamik/ Equivalent Examination Certificate (for age proof); ➤ Self-Attested copies of Mark Sheets and Pass Certificate of Essential/ Desirable Qualifications Prescribed; ➤ Certificates for proof of professional experience, as applicable, clearly indicating the length and line of experience as per eligibility conditions/criteria; ➤ Certificates of other professional qualifications, if any; ➤ Duly Self-signed Curriculum Vitae, if any. • Candidates must bring the original and complete set of self-attested photocopies of all the above mentioned Mark Sheets and Certificates at the time of Interview, failing which they will not be allowed to appear for the interview. • Application must be submitted within 21st November, 2019. • Incomplete / defective Applications/ Applications not accompanied with documents as mentioned above will be rejected summarily.
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Victoria Memorial Hall, Kolkata

Format for Application for Accounts Assistant (Contractual) Annexure-1

1.	Name in Block Letters							Affix recent passport size photograph (duly attested)
2.	Address							
3.	Telephone No.							
4.	Email ID							
5.	Date of Birth (in Christian era)							
6.	Age as on 01.11.2019							
7.	Educational and other qualifications							
	Qualifications / experience required			Qualifications / experience possessed (Attach attested photocopies of the testimonials)				
Essential:								
(i)	Essential (i) PG / Graduate in Commerce from a recognized University. (ii) Minimum five years practical experience in Accounts work in Government Establishment. (iii) Sound knowledge in computer application (viz. Tally, ERP, MS Excel, Power Point etc.) Desirable (i) C.A (Inter)							
8.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the assignment							
9.	Details of employment, in chronological order							
	Name of the organization	Status of the organization (Central Govt. / State Govt. / Autonomous body / undertaking / College / University)	Post held	Nature of employment i.e. Ad-hoc or temporary or quasi permanent or permanent or deputation or on contract	From	To	Scale of pay & Total emoluments drawn	Nature of duties performed
10.	Additional information, if any, which you would like to mention in support of your suitability for the assignment							
11.	Whether belongs to SC/ST/OBC							
12.	List of documents attached (All documents should be duly self attested and continuously page numbered)							
13.	Name of the documents attached						Page No.	
14.	I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed, false or incorrect or an ineligibility being detected before or after my selection, my candidature / appointment is liable to be cancelled.							
	Date-						Signature of the Candidate	