

VACANCY ANNOUNCEMENT

Advt. No. URC/1305/24/2019-20 dated 02-12-2019

ACCOUNT ASSISTANT

One Post on Contractual basis initially for 06 months. May be further extended on performance basis.

Essential Qualification:

- 1- Masters or equivalent or Bachelor's degree in Commerce/Finance with at least 2nd Division.
- 2- At least 2 yrs. of working experience in field of Accounting.
- 3- Excellent Command on Tally Software & MS Office.
- 4- Good knowledge of Direct & Indirect Taxes Filling - TDS, GST & NPS

Desirable Qualification:

- 1- Candidate having professional qualification like MBA-Finance, CA or CA (Inter) will be preferred.
- 2- Excellent oral & written English.
- 3- Good Interpersonal & Communication skills.

Age Limit:

Not above 40 years.

Remuneration:

Rs. 20,000/- per month.

Interested candidate send their application along with the resume to "The Administrative Officer, Regional Centre for Urban & Environmental Studies, Adjacent Registrar's Office, University of Lucknow, Lucknow (U.P) – 226007 via post or email your resume at recruitment.rcueslko@gmail.com on or before 13th December 2019 by 03:00 pm.