

## **NON-TECHNICAL POSITION**

### **(1) Finance & Accounts Officer**

#### **Essential Qualification:**

First class full time Degree from a recognized university / institute with CA / ICWA and having 3 years relevant post qualification experience. At Graduation level, the candidates should be specialized in Finance / Commerce / Arts (Economics / Corporate Secretary-ship and relevant fields.) is preferred.

#### **Experience / Skill sets:**

- Thorough knowledge of Government Financial Rules
- Direct and Indirect Tax Law
- Hands on knowledge of budgeting and cost accounting practices
- Capable of implementing electronic & modern methods of book keeping
- Finalization of financial budgets and accounts including internal/statutory audit
- MIS on funds flow, project costing, internal revenue generation
- Funds Management
- Arranging finance for purchases
- Exposure in FERA guidelines
- Exposure to Computerized Accounting

### **(2) Administrative Officer:**

Full time MBA (HR) / Post Graduate Degree in Personnel Management. Candidates should have obtained First class in both U.G. and P.G. levels with minimum 3 years relevant Post-qualification experience with Personnel/Admn./HR exposure from a reputed organization / institute / Govt.

#### **Experience / Skill sets:**

Experience in the following areas, namely,

- Recruitment / Man power planning
- Maintenance of Service Records
- Wage & Salary Administration
- Loans and Advances
- Employee Welfare
- Management of Contract Labour
- Leave Records
- Performance Management
- Grievance Handling
- Maintenance of Discipline
- Legal & Vigilance activities
- General Administration, Purchase & Housekeeping
- Student / Hostel related activities etc.