

DAV PUBLIC SCHOOL
SECTOR-7, ROHINI, DELHI - 110085

POST – Accountant –Contractual - @ Rs.35,000/- pm.,

1	Educational and other qualifications required.	<p><u>Essential:</u></p> <p>- Commerce Graduates having full familiarity with tally and other accounting software used in the school for Audit and Admn. Finalization of Accounts/GST/Tax Returns/ Reconciliation of books and legal matters</p> <p>Work proficiency in noting & drafting, letter writing; knowledge of rules and procedures of DAVCMC, knowledge of rules of concerned State Education Act/CBSE/any other affiliating body- Ten years experience.</p> <p>- Experience in the field of Accounts Compilation, Budget, Internal Audit, financial accounting, source development and liaison with vendors</p> <p><u>Desirable:</u></p> <p>(i) Having undergone training in cash and accounts.</p> <p>(ii) Having certificate in Computer Accounting i.e. Tally, ERP-9, etc.</p> <p>(iii) Experience of working in Examination and administration in educational institutions.</p>
----------	---	--

Eligible candidates are requested to apply ON-LINE only through email-id given. No other means / mode of Application will be accepted. davrohinivacancy85@gmail.com

Closing Date for submitting application

01.08.20

Principal