

Uttar Banga Krishi Viswavidyalaya

P.O. Pundibari, Dist. Cooch Behar

WALK-IN-INTERVIEW

Advt. No. UBKV/Rect./03/2023 Date: 16.10.2023

A walk-in-interview will be held at *Uttar Banga Krishi Viswavidyalaya*, P.O. Pundibari, Dist-Cooch Behar for the post of "Ad-hoc Multi-Tasking Accounts' & Audit Supportive Personnel" on purely contractual basis in the UBKV within the jurisdiction of the *Uttar Banga Krishi Vishwavidyalaya* (UBKV).

Job Description: Assisting Experience in accounting till finalisation, Preparation of IFMS & Financial Audit documents, secures financial information by completing data base backups, Portal based/ cloud- based assistance and online submission of challan or return to different statutory bodies, and necessary core- banking functionalities etc.

Essential Qualification: Graduate (Degree) with Knowledge in different operational software (e.g., ERP, Oracle based RDBMS, MS-Office, etc.) .

Desirable Qualification: Workable knowledge in maintenance of hardware and software in computerised accounting environment, handling of RDBMS, Portal based Receipts and Payment Procedure etc.

Experience: At least 3-5 years' experience in computerised accounts' assistance job (e. g, Tally etc.), as mentioned above.

Remuneration: Consolidated Pay- ₹. 15,000/- p.m.+ Fixed Conveyance Allowance per month-₹.300/- p.m.


Number of position: 01 (one)

Venue: Registrar's Chamber, *Uttar Banga Krishi Viswavidyalaya* (UBKV), Pundibari, Cooch Behar.

Date and time of the interview: 07 November at 10.00 a.m. (Reporting Time: Latest by 10.00 a.m.)

Interested persons having requisite qualification and experience in the respective area may appear in the interview with application in the format given below on plain A-4 size paper, along with duly attested copies of the certificates pertaining to their qualifications, date of birth, category, experience etc. and the same to be addressed to **the Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, West Bengal – 736165**. Original documents to be produced at the time of interview. No TA/DA is admissible for appearing in the interview. The Viswavidyalaya reserves the right not to select any candidate for the position as stated above.

The Viswavidyalaya shall not be held responsible if the interview is postponed due to some unforeseen reason.


16/10/23
Registrar (Actg.)

Uttar Banga Krishi Viswavidyalaya