

Uttar Banga Krishi Viswavidyalaya
P.O. Pundibari, Dist. Cooch Behar

WALK-IN-INTERVIEW

Advt. No. UBKV/Rect./02/2023 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’ Personnel**” on purely contractual basis in the UBKV within the jurisdiction of the *Uttar Banga Krishi Vishwavidyalaya* (UBKV).

Job Description: Expert knowledge in accounting/ budgeting till finalisation, Cash flows& Fund-flows Managements, Accounting for Receivables & Payables, Branch Accounting, BRS Managements, Smooth tackling of time-bound statutory deduction-remittance-return formalities, Financial Cost Control, Managing GST-Accounting General Ledgers and Books of Accounts, Financial Reports/Transactions, Corpus Fund Management Accounting, Reporting Skill, Attention to details, deadline-oriented, Time Management, Data Entry Management, General Math Skills, Treasury Functioning, Preparation of Final Accounts, Preparation of the Financial Audit documents, Secures financial information by completing data base backups, Portal based/ cloud- based accounting and online submission of challan or return to different statutory bodies, and necessary core- banking functionalities etc.

Essential Qualification: B. Com (Degree) with computerised accounting knowledge in different accounting software (e.g., Tally Prime or onwards, etc.)

Desirable Qualification: Expert in TDS managements, Accounting for procurement through GeM, CPPP functionalities, Govt Accounting Practices, GST Accounting, Fund Accounting, Investment Management for FD / Similar other properties etc.

Experience: At least 5-8 years’ experience in computerised accounting job (e. g, Tally etc.), as mentioned above.

Remuneration: Consolidated Pay- ₹ 20,000/- 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