

The WB National University of Juridical Sciences

“Dr. Ambedkar Bhavan” 12, LB Block, Sector III, Salt lake City, Kolkata - 700098

Phone : (033) 2335 7397 / 0510 / 2806 / 2809 / 2811, 2569 4700 to 30 ● Fax : (033) 2335 7422 / 0511

E-mail : info@nujs.edu ● Gram : JURVARSITY ● Website: www.nujs.edu & www.nujs.ac.in

05-10-2018

The WBNUJS, a premier national law university in Kolkata, invites applications for filling the post of Accounts Officer.

No. of vacancy: 01 (UR).

Pay (Rs.) : Pay Band Rs. 15600-39100 Grade Pay 7600

EQ : The candidate not below 45 years of age.

(1) A Uniformly good academic career with a Master's Degree in the faculty of Commerce/Business Management/Finance with minimum 55% marks from a recognized University or its equivalent Or Chartered Accountant Or Qualifications recognized as equivalent thereto. Certificate/Diploma in Business Administration will be an added qualification.

(2) 5 (five) years experience in Supervision, Control planning and management of Accounts and Audit, preparation of budget in Government/Quasi-Government or University or Commercial establishment.

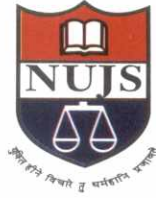
DQ: This is a key management position of statutory nature. Should have a strong background in finance and possess substantial general management experience at a middle management level.

1. The applicant must have experience in operating in ERP environment and have proficiency to use accounting software applications like Tally, ERP, FACT, etc. in higher educational institutions.
2. Should also possess sound knowledge of prevalent national standards, statutory provisions and good practices with respect to financial management, accounting and taxation.
3. She/He shall be responsible for managing the university funds including endowments in the manner prescribed and directed by the Finance Committee, maintenance of books of accounts and preparation of Annual Accounts.

Notes: (1) University reserves the right not to fill up the vacancy advertised if the circumstances so warrant. (2) University reserves the right to consider candidates of outstanding merit who may not have applied. (3) Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the selection committee. (4) Reservation of the posts for SC/ST as per Govt. norms. (5) Persons in employment should route their application through proper channel. (6) No TA, DA for attending any written test (if required) & interview. (7) DA, HRA and TA at Central Govt. rates.

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(2)

(8). Candidates who are already in similar posts/ doing similar jobs will be given preference. (9) Applications in respect of officers applying for deputation should be sent through proper channel along with Performance Appraisal for 5 years.

The prescribed application form can be downloaded from the University website www.nujs.edu on the following page <http://nujs.edu/careers.html>. The complete application form along with the prescribed application fee of Rs. 2000/-, by way of a Demand Draft (DD) in favour of “WBNUJS” payable at **Kolkata** addressed to the Registrar, should be sent or may be submitted in person at The West Bengal National University Juridical Sciences, Dr. Ambedkar Bhavan, 12 LB Block, Sector III, Salt Lake, Kolkata 700098 by 5.00 p.m. on **31/10/2018**. The University is not responsible for any postal delay. The application fee is non refundable.

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5.10.18