



Ambedkar-Ganguly Students' House for Women

University of Delhi Hostel Complex, Banda Bahadur Marg, Dhaka, Delhi-110 009
Tel / Fax : 011-27602602

Ref.No.AGSHW/2020-21/7029

Dated: 24.09.2020

NOTICE

POST OF PART TIME CONSULTANT ACCOUNTANT

Applications are invited for the post of Part Time Consultant Accountant for the financial year 2020-21 in the Ambedkar Ganguly Students' House for Women, University of Delhi hostel complex, Banda Bahadur Marg, Dhaka Complex, Delhi-110009.

Work Description:

- Maintaining of hostel bank accounts (cash book, Bank reconciliation statements etc.)
- Maintaining annual hostel accounts (Balance sheet, Receipts & payment, all ledgers, income & expenditure account etc.)
- Budget and Audit work
- Detail of investments along with its interest (received & accrued)
- Detail of expected income & expenditure of the hostel
- Consultation in financial matter of the hostel
- Any other work related to hostel accounts

Eligibility criteria:

1. Minimum qualification: B.Com.
2. Experience: Minimum 2 years work experience of maintaining accounts, preparation of budget, audit work etc. in a Government funded University
3. Knowledge of operation of Tally software

Desirable: Prior experience of maintaining hostel accounts of University of Delhi.

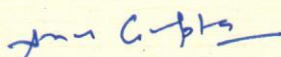
The applicants must quote their charges on per visit basis along with the duration of each visit. The selected person will be required to work at-least once in a week between Monday to Saturday during office hours and regularly update the hostel accounts.

Interested candidates fulfilling the above criteria may apply by submitting their application along with the copies of relevant certificates/proof of experience through e-mail/courier/post to The Provost, Ambedkar Ganguly Students' House for Women, University of Delhi Hostel Complex, Banda Bahadur Marg, Delhi-110009.

Email: agshw237@gmail.com

The application must be reach in the hostel office latest by October 15, 2020.

*The hostel reserves the right to withdraw/cancel/ modify the advertisement


Provost