JADAVPUR UNIVERSITY
KOLKATA - 700032

ADVERTISEMENT

Ref. No.: REGN/198/15
Date: 16/7/2015

School of Oceanographic Studies, Jadavpur University is seeking to recruit an individual to join a team of researchers for a new IDRC/DFID funded programme of research – the Collaborative Adaptation Research Initiative in Africa and Asia (CARIAA) for a project within this wider programme focusing on ‘Deltas, vulnerability and climate change: migration and adaptation’ (DECCMA).

**Accountant (One Position)**

**Emolument:** INR 12000/- per month (Consolidated)

**Age limit:** 45 years

Essential qualification: Bachelor’s degree in Commerce (B. Com) with minimum two years’ work experience. Must have excellent knowledge of TallyErp-9 and MS-Excel (Pivot Tables, Vlookup, Hlookup, etc.), along with ease of Web communication.

**Desirable qualification:**
1. Master’s degree in Commerce (M. Com) or ICWA Inter
2. Capable of handling Service Tax, TDS, VAT, Professional Tax, Entry Tax, BRS, Accounts finalization related work.
3. Timely processing of vendor/suppliers bills and reconciliation of inter-segmental accounts
4. Coordinate internal and statutory audits and rectification on audit queries as per schedule

Application Forms are available for Rs. 50/- from the Information Office of the University during the working hours 11am to 4pm from Monday to Friday except holidays. The completed application form with attested copies of educational qualifications and experience to be submitted at the School of Oceanographic Studies, Jadavpur University, Kolkata 700032 on or before 30 July 2015. Only shortlisted candidates will be notified for Interview. No TA/DA is admissible for appearing in the interview.

Copy to: All Departments & Sections including Salt Lake campus
Prof. Sugata Hazra, Director, School of Oceanographic Studies
Dr. Tuhin Ghosh, School of Oceanographic Studies (PI)