RECRUITMENT NOTICE

Applications are invited for the positions of Upper Division Clerk (Accounts) and for empanelment, on Agency's roll, from those who fulfill the educational qualifications as given below:

Candidates should have passed B.Com. with at least 55% marks. In addition they should have passed MS-CIT and Tally from a Government recognized Institution. The candidates having work experience in the field of Finance and Accounts will be given preference.

At present the total consolidated remuneration will be about Rs. 18829/- per month. The selected candidate shall be entitled to Leave, P.F. and medical benefits as permissible under the Institute's rules.

Age: not exceeding 35 years as on the last date of receipt of application.

General Conditions:

(i) The Institute reserves the right not to fill up the vacancy advertised. (ii) Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for written test and interview; (iii) no queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form will lead to the candidate being debarred from consideration for any post; (iv) relaxation in marks, age and work experience for SC/ST/OBC/PWD candidates shall be applicable as per Government of India rules; (v) No TA/DA shall be payable for appearing in the written test/interview.

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be summarily rejected.

Candidates are requested to download the prescribed application attached herewith and send soft copy by email to personnel@tiss.edu or submit hard copy in the attached format to Mr. Sudhir N. Kale, Personnel Section on or before 21/04/2014.

Assistant Registrar (P&A)