

Government of Jammu and Kashmir
DEPARTMENT OF ECOLOGY, ENVIRONMENT AND REMOTE SENSING

Paryavaran Bhawan, Transport Nagar, Gladni, Jammu
 Website: www.jkdears.com email: dirjkers@gmail.com

ADVERTISEMENT NOTICE NO: 1 DEERS OF 2019
DATED: 10-04-2019

NOTICE FOR WALK-IN INTERVIEW

The Department of Ecology, Environment & Remote Sensing, J&K invites application for Walk-in-interview from senior citizens or retired persons to be appointed as **Office Assistant (Accounts knowing)** purely on temporary, project-mode basis co-terminus with the project period for various ongoing central and state level remote sensing and GIS based projects. The eligibility, experience, monthly emoluments is as provided below:

ELIGIBILITY: Candidates who retired with below mentioned traits and fulfils the set criteria and experience in line, willing to proceed with Annual Darbar Move and immediate joiners should only apply.

1. Minimum 15 years of experience in accounting and able to handle accounts independently.
2. Preparation of Balance sheet with all accounting entries
3. Preparation of books of accounts and journal entries
4. Balance accounts on a daily, weekly and monthly basis
5. Vendor management, record keeping and managing Bank Accounts, Calculating & Issue Salary, Handling Stock Register & Inventory.
6. Filing returns, Coordinating with C.A., I.T. & other Statutory Departments.
7. Writing cheques and other office work with handling accounts receivable and payable.
8. Knowledge of double accounting and bank reconciliation.
9. Candidates having experience in preparing GoI format Utilization Certificates/Expenditure Statements will be preferred.
10. Maximum Age: 65 years

NO. OF VACCANCIES: 01 (one)

JOB TYPE: Full-Time

SALARY: ₹18000.00/month + HRA

TERMS & CONDITIONS

1. Only eligible candidates, satisfying above criteria, should report by **10:30hrs** for registration and scrutiny of documents on **20th April, 2019** followed by an Interview on the same day at **11:30hrs**.
2. Candidates should bring the application, date of birth, retirement notification, qualifications and valid experience certificate along with a passport size photograph with true copies of testimonials.
3. All original documents/certificates must be produced at the time of registration for necessary verification.
4. The contract engagement will be temporary in nature and will be initially for a period of six months from the date of engagement strictly as per the terms of contract and the same can be extended or terminated based on the requirement of the department or performance of the individual.
5. The engagement as Associates / Consultants shall not be considered as a case of re-employment and shall not be construed as in the service for the purpose of pension any other retirement benefits.
6. No TA/DA shall be paid for interview.
7. The other terms and conditions shall be same as that of other project-mode contractual staff.

Sd/=

Majid Farooq

Staff Officer to (PCCF/Director)

Ecology, Environment & Remote Sensing
 J&K, Jammu