

Kolhan University, Chaibasa

Advertisement for empanelment of Office Assistant (Accounts)

Application are invited from desirous Commerce Graduate with Knowledge and at least two years experience of working on accounting packages for engagement in the Accounts Section/ Finance Section of constituent colleges under Kolhan University and Kolhan University Head Quarter, Chaibasa, on purely contractual basis.

	Essential Qualification	Remuneration
Office Assistant (Accounts)	<ul style="list-style-type: none">• B.Com (Hons.) Or B.Com Gen. with 55% marks from any recognized Institute.• Knowledge of Accounting packages :-<ul style="list-style-type: none">○ M.S. Office (Word, Excel, PowerPoint)○ Tally is essential	Rs.15,000/- (Gross)

Note: No of vacancy may change as per requirement of the College/University.

Candidates are requested to fill the application form which is available on the official website of University (www.kolhanuniversity.ac.in) and send to the following address along with application Fee & necessary documents to **The Finance Officer, Kolhan University, Chaibasa, Pin-833202** by Reg. Post/Speed Post/Courier.

The application fees of GEN/OBC category is Rs. 500/- and ST/SC category Rs. 300/- through Demand Draft from any Nationalized Bank in favour of "**Registrar, Kolhan University, Chaibasa**" Payable at Chaibasa.

General terms & conditions regarding contractual engagement of Commerce graduate having knowledge and experience of accounting packages.

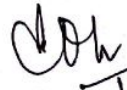
- i) Kolhan University, Chaibasa is having its headquarter at Chaibasa and different constituent colleges in three district ie. East Singhbhum, West Singhbhum and Seraikella-Kharsawan. Applications are invite from desirous Commerce Graduate with knowledge and minimum two years experience of working in accounting field having in dept knowledge and experience of M.S. Office (Word, Excel, PowerPoint) Tally packages etc, in any institution of repute. Candidate having higher qualification (i.e. M.Com /CA (Inter)/ CMA (Inter), etc) shall get preference.
- ii) Candidates beyond the age of 35 years as on 01.06.2017 need not apply.
- iii) This is purely a contractual engagement for one year which may be extended at the discretion of the University depending upon the need for the same in future.
- iv) The consolidated remuneration shall be Rs. 15,000/- per month.
- v) The selected candidate will be posted at Kolhan University H.Q as well as in various constituent Colleges under this university.
- vi) It is to be specified clearly that this is purely a temporary contractual engagement and this engagement can not become basis for any future claim against any of the posts in College or University.
- vii) Candidate presently having better opportunity in other institution may not apply for this job. Further, if any person while engagement with the University gets any better opportunity in other institution he may leave the job by giving one month notice or by depositing equivalent amount against the same for leaving the job.
- viii) During contract period, if candidate is found to have indulged in unwanted, illegal, immoral activities, which may tarnish the image of Kolhan University, or if He/She is accused of having committed any criminal offences or if he become, the person of unsound mind, his services will be terminated immediately.

- ix) Engaged staff will be bound to obey the orders and directions issued by the concerned College/University Authorities, failing which his/her services will be terminated.
- x) If candidate is found absent for 15 continuous days without taking permission, during the period of engagement his/her services shall be terminated without assigning any reason.
- xi) Engaged staff shall not take any employment with any other person, firm or company during the term of this agreement.
- xii) The selected staff shall declare before the engagement:-
- a) That he/she is not involved in a civil/criminal/case/proceedings/charges/enquiry.
 - b) That he/she is not involved in any Disciplinary/malpractices and/or any other charges/proceedings/enquiry/case pending against him/her in any University or any other educational authority/institution.
 - c) That he is not employed gainfully and/or honorary in any Organization, including private/public/government/Educational institution etc.
 - d) If at any time it is found that any document or certificate or any information/declaration submitted/made by the candidate at the time of his/her engagement is incorrect or false, his/her engagement shall be cancelled with immediate effect and he/she shall have to return all the benefits obtained so far besides being liable to criminal prosecution.
 - e) These contractual engagement shall not be a basis for any claim for regular absorption in Kolhan University service.

By order of the Vice-Chancellor
Sd/-
Registrar
Kolhan University, Chaibasa

Memo No. KV/R/901/17

Date: 14.6.17


Registrar
14.6.2017
Kolhan University, Chaibasa

KOLHAN UNIVERSITY, CHAIBASA

Format for the Application for engagement of Commerce Graduate with knowledge of Accounting packages on contractual basis.

(In English block letters)-

1. **Name of the Candidate** :
2. **Name of Father** :
3. **Name of Mother** :
4. **Age as on 01.06.2017** :
5. **Present Address** :

6. **Permanent Address** :

7. **(A) Educational Qualification** :

Academic Qualification	Name of the Board/Council	Year of Passing	Marks Obtained
Matric			
Intermediate			
Bachelor			
Other qualification			

(B) Accounting packages:

Details of Accounting packages known	Name of the Institute	Year of Passing	Marks Obtained
M.S. Office (Mandatory)			
Tally (Mandatory)			

8. Work experience:
(With documentary evidence)

Declaration

I hereby declare that the above information provided by me are true to the best of my knowledge and if any information provided by me is found to be false and misleading at any point of time my candidature is liable to be rejected.

Signature of the applicant