



**ACCOUNTS BRANCH
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI – 110016**

October 19, 2016

WALK-IN-INTERVIEW

NCERT is in the process to engage Five Accounts Persons at its Hqrs at New Delhi. The interested candidates may attend the walk-in-interview on **November 03, 2016 at 10.00 a.m.** at Room No. 11, Second Floor, Zakir Hussain Block, NCERT with their application in the prescribed format only, which can be downloadable from NCERT website [www.ncert.nic.in.](http://www.ncert.nic.in), along with the original and self-attested photocopies of their certificates, mark-sheets and experience certificates and a recent passport size photograph.

- Position : Accounts Person on contract basis initially for a period of six months to be extended further as per the requirement.
- No. of Vacancies : 05 (Five)
- Eligibility Criteria : (a) should possess Bachelor Degree in Commerce from recognized University.
(b) should have minimum one year experience in preparing Receipts and Payments Account, Balance Sheet, Bank Reconciliation Statement, and other related accounting tasks.
(c) working knowledge of MS Office preferably MS Excel
(d) Retired employees (below the age of 65 years) of Central/State Govt./Autonomous organisations who have experience in preparation of annual accounts, auditing knowledge of TA/DA/LTC etc. will be given preference.
- Salary/Remuneration : Rs. 29,000/- (Consolidated) per month

Note: Candidates are requested to report from 10.00 am to 11.00 am only for registration in Room No. 14, Second Floor, Accounts Branch, Zakir Hussain Block, NCERT.

CAO & IFA

PROFORMA

ACCOUNTS SECTION

National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

Dated _____

Post Applied for : _____
Full Name in Capital Letters : _____
Father's /Mother's Name : _____
Date of Birth (DD-MM-YYYY) : _____
Present Address : _____
E-mail : _____
Phone/Mobile Numbers : _____

Educational/Professional Qualification (attach extra sheet if needed)

S.No.	Examination	Name of Board/University	% of Marks	Subjects taken	Year of Passing/award
1					
2					
3					
4					
5					

Professional Experience (in NCERT or other organizations, attach extra sheet if needed)

S.No.	Post held/ Organisation	Type of work performed	Period From ___ To	Remarks
1				
2				
3				
4				
5				

Please mention any other information relevant to the post not covered above. (Attach extra sheet if needed)

Dated : _____

Place : _____

Encl. : _____

(Candidate's Signature)