



SHERIG PARKHANG TRUST

(Registered Under Certificate Section 60 Regd. No 1017 in Book no. IV Vol. No. 4.042
at office of the Sub. Registrar VIII, New Delhi)

Ref. No: F-30/N/19/ST-5091

Date: 29 October, 2019

SHERIG PARKHANG TRUST ANNOUNCES JOB VACANCY FOR THE POST OF BRANCH ACCOUNTANT AT ITS HEAD OFFICE IN LAXMI NAGAR

Post	Job Description	Qualification & Requirement
Chief Accountant (1 Seat)	<ul style="list-style-type: none">• Required to do day-to-day vouchers entries on Tally.• Generating Bill of supply.• Submitting monthly accounting report for GST return.• Biannually stock physical verifications, reconciliations, final account preparation at the end of the year, etc.	<ul style="list-style-type: none">• Master degree in MCom with Tally.• Should have knowledge about MS Office.• Valid RC• Updated Green Book up to 31.03.2019• Maximum Age: 40 Years as on 15.11.2019• Medical Fitness Certificate.• NOC from Current Employer (If Employed)• One year of Accountant Experience• Attested copies of above documents.

APPLICATION & SELECTION PROCEDURE:

1. Application with a CV along with attested copies of above documents should be submitted to the office either by email, by post or in person before deadline.
2. The last date for submission of applications is **15th November, 2019**.
3. Application should contain your active mobile phone number, email address.
4. Shortlisted candidate has to appear for written test in Accounting with Tally, English & Tibetan, basic computer knowledge test follow by Interview.
5. Original documents have to bring on test day for verifications.
6. Gross Salary would be **Rs. 28,085/-** per month & staff quarter would be provided.
7. Probation period will be 6 months. After 6 months, he/she may be regularized on the basis of his/her conduct, competency, etc.
8. Shortlisted candidates will be contacted by email or phone call.

Application should be addressed to:

DIRECTOR,

Sherig Parkhang Trust,

R-27 & 28, Ramesh Park, Laxmi Nagar, Delhi- 110092

Tel: 011-22453672 (O), Tele Fax: 011-22455634 (O) & 011-22013260 (R)

E-mail- shepardelhi@gmail.com