



KALYAN

P.O. Vivekanandanagar, Dist. Purulia, Pin. 723 147 (W.B.), India
Affiliated to Ramakrishna Mission, Lokasiksha Parishad, Narendrapur, Kolkata-103

RECRUITMENT

Applications in plain paper are invited from Indian Citizens for the post of an **Accountant** at Kalyan (NGO) (Affiliated to Ramakrishna Mission, Lokasiksha Parishad, Narendrapur, Kolkata-103), Purulia, West Bengal. The post is purely temporary in nature. The Authorities of Kalyan, considering the given criteria, will prepare a short list for preparation of panel after written test as well as personality test. Interested candidates may download advertisement details and application format from our KVK Website www.kalyankvk.org

01. Name of the Post: Accountant

No. of Post: 01

Essential Qualification:

- i) Bachelor's degree in Commerce from a recognized University.
- ii) One year diploma in computer operation
- iii) Working knowledge in Ms Word, Ms Excel and Tally

Desirable Qualifications:

- i) Two year experience in NGO accounts system..

Age: Below 40 years as on the date of advertisement.

Terms & Conditions of Service:

- The post is purely temporary. Initially offer will be given for one year, likely to be continued year to year depending on the performance and other activities as assigned by Kalyan authorities.

Pay and Allowance: Honorarium of Rs. 10,000.00 per month including P.F., Gratuity etc..

HOW TO APPLY:

1. Application Form along with the relevant self-attested copies of testimonials and a **demand draft of Rs. 50.00 (Rupees fifty only) in favour of KALYAN** payable at United Bank of India, Vivekanandanagar Branch (Branch code: VIVC08), should be sent to **The Secretary, Kalyan, Vill.- Bongabari, P.O. Vivekanadanagar, Block- Purulia-II, Dist.- Purulia, West Bengal- 723147** within 20 days from the date of publication of the advertisement in News Paper.
2. Enclose a self-addressed envelope (size 5" x 7") with complete postal address including PIN code affixing postage stamp of Rs. 5/-.
3. In-Service candidates have to submit the copies of no-objection certificate from the present employer. All original certificates shall have to be produced at the time of interview.
4. No TA/ DA will be provided to appear in the Interview.

President

Kalyan

P.O. Vivekanadanagar,

Purulia