

Eligibility conditions for the post of Manager (Accts.)

Name of post: Manager (Accounts) – 1 No.

Scale of Pay: Rs. 9,300-34,800, Grade Pay of Rs. 4,200/-(to be revised Rs. 4600/-) apart from pay, other benefits include HRA, SCA, DA, ISDA, transport allowance, children's educational allowance, EPF, gratuity, LTC, Medical reimbursement as per rules.

Age limit: Male: 25- 33 yrs and Female: 25- 38 yrs (Relaxable as per government guidelines for ST, OBC, physically handicapped, etc). The crucial date for determining the age limit shall be date of walk-in interview.

Educational Qualification & Experience: Any of the following qualifications with five years experience in Accounts: i) Commerce Graduate with two years Post Graduation in Finance Management/MBA with specialization in Finance. (ii) ICWA (iii) M.Com (iv) CA

Period of Probation : 2 years

Reservation/ Relaxation for ST, OBC, physically handicapped will be given as per Government direction/rules. Persons already employment in Govt./Public Sector Undertaking must have their applications forwarded through their employer, otherwise the same shall not be considered. Further, the Management has the right to shortlist the applications based on higher educational qualification or academic records or experience in the respective fields and reserves the right to withdraw/cancel the employment notice at any stage.

Venue, Date and time for Walk-In Interview

1. Andaman Bhawan, North Main Road Ext., Anna Nagar West Ext., Chennai
Time and Date: 2:00 pm to 4:00 p.m. on 6/3/2010
Contact No: 044-25360952, 09841015934
2. Andaman Bhawan, No.7, DP Block, Sector V, Salt Lake, Kolkatta
Time and Date: 10:00 a.m. to 12:00 noon on 8/3/2010
Contact No: 23572864, 23572865, 23572866
3. Vikas Bhawan, Port Blair
Time and Date: 10:00 a.m. to 12.00 noon on 10/3/2010
Contact No: 03192-232098, 9733405191

PROFORMA FOR APPLICATION FOR THE POST OF MANAGER (ACCTS)

Application for the post of _____ :

1. Name in full (in block letters) _____ :

2. Father/Husband Name _____ :

3. Permanent Address _____ :

4. Present Postal Address _____ :

5. Date of Birth _____ :

6. Age (as on date of walk-in-interview) _____ :

7. Nationality _____ :

DD	MM	Year
Day	Month	Year

8. Sex _____ :

9. Marital Status _____ :

10. Category _____ :

Male		Female	
Married		Unmarried	
Gen	OBC	ST	PH
Specify which type of PH			

11. Phone No. and e-mail ID _____ :

(Attach Xerox copies of certificate in prescribed format duly attested in case of ST, OBC, PH)

Educational Qualification

Name of the exam	University/College/School	Year of Passing	Class/Division/Grade	% of Marks	Subject taken
Matric					
10+2					
Graduation					
Post Graduation					

Attach Xerox copies duly attested by Gazetted Officer.

Experience

(Documents to be enclosed)

Sl. No.	Name of the Orgn.	From	To	Designation	Salary	Nature of Duties

Declaration

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief in the event of any information found false or incorrect or ineligibility being detected before or after the test/ interview my candidature will stand cancelled and my claims for the recruitment forfeited.

Place :

Signature of the candidate

Date:

Note

Enclosures: Two passport size photographs duly attested by a Gazetted Officer (one to be affixed on the form and other enclosed with the application). One self addressed envelop of size 10cms x 22 cms affixed with Rs. 5/- postal stamp is required to be attached along with the application.