** Government of U.T Jammu & Kashmir **

 **Office of the Superintendent**

Email:shopianiti@gmail.com **Industrial Training Institute, Shopian**. [www.itishopian.org](http://www.itishopian.org) Phone no: - 01933 260813

**Sub:- Engagement of Accounts Assistant in the IMC Society of the Institute.**

**Notice**

Applications are invited from the permanent residents of UT of Jammu and Kashmir for engagement of accounts assistant (Temporarily) for maintaining financial records of the IMC society of ITI Shopian for the academic session 2022-23, the period of engagement will cease at the end of academic session or in case the IMC has no further requirement of service of the accounts Assistant.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Post** | **No. of Posts** | **Eligibility** | **Remuneration** |
| Accounts Assistant | 01 | Bachelor in Commerce from UGC recognised university with Good knowledge of Tally Accounting Software | 12000/Per Month |

The eligible candidates are informed to obtain the application forms from the office of the undersigned or download from the institute website WWW.itishopian.org. The forms can be submitted back in the office of undersigned by or before 01-07-2022.alongwith the following original documents as well as attested photocopies.

**01. Qualification certificate 02.D.O.B certificate 03.Domicile certificate.04 Relevant Experience Certificate.**

The document verification of the eligible candidates will be conducted in the office of undersigned on 02-07-2022.at 12.PM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basic eligible Qualification** | **Higher Qualification (10 Points)** | **Relevant Experience (10 Points)** | **Interview** | **Total** |
| 70 (Seventy) | 05 Higher Qualification05 Next Higher Quali. | 2 points for each year of relevant Experience | 10 (Ten) Points | 100 Points Hundred |

****

**Member Secretary**

**IMC ITI Shopian.**

**Note:- A).** Work Experience of having worked in financial sections of government/Semi government/PSU’s/registered firms where double entry method of accounting has been used to maintained the records will only be considered.

**B)**.In case the number of application exceeds more than 05, the candidates will be Shortlisted for the interview through a written Test.

**C)** The Interview will be conducted in the office of financial Officer IUST Awantipora for which the date will be

 Communicate to the eligible candidates individually.

**D)** Preference will be given to the Locals of concerned District.

NO: - IMC/ITI/Spn/2022/ 275-78 Dated: - 21-06-2022.

Copy to

1. Chairman IMC with the request that step taken by U/S may be approve at an earliest as the Institute Suffers badly for want of Accounts Assistant.

 02. Director Skill Development Jammu and Kashmir Jammu for information.

 03. Joint Director Skill Development Kashmir for Information.

 04. Joint Director Information Kashmir with the request that the notice be published in three leading dailies f J&K.

 05. Office record File/Website Incharge.

|  |
| --- |
|  |

Application Form.

Receipt No.(for office use only)................

Name of Post applied for .........................................................

01. Name (in Block Letters)......................................................................

02. S/o, D/O, W/O........................................................................................

03. Address.....................................................................................................

 Teh..................................... District...................................................

04. Qualification:.....................................................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Name of Exam (Technical/academic) | Year of Passing | Marks obtained | Max.Marks | Percentage |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| 03 |  |  |  |  |  |
| 04 |  |  |  |  |  |
| 05 |  |  |  |  |  |

05. Relevant Experience (if Any).....................................................................

06. Document Enclosed: ...........................................................................................

 ..................................................................................................

07. Contact No: .............................................Email ID....................................................

 I certified that the above particulars/contents are true to the best of my knowledge ,further I undertake that I will not claim any regular employment neither I will move to any court of law for the same.

 Sig.of Applicant

.........................................................................Cut Here........................................................................

Receipt No .................. received from.....................................................................S/O.........................

........................................................ R/O............................................

Signature of receipt Incharge.