



चन्द्रगुप्त प्रबन्ध संस्थान पटना

CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA (CIMP)

Mithapur Institutional Area, Patna-800001.

No. SAO ↑ 103/1/14

Date: 08.09.2017

Vacancy for Accounts Assistant

Chandragupt Institute of Management Patna (CIMP) invites applications from eligible candidates for the position of Accounts Assistant on contract basis:

**Eligibility:**

Essential Qualification:

- Bachelor's Degree (10+2+3) in Commerce or Accounts from a recognized university/institute with at least 50% marks or its equivalent.
- Five years of relevant experience in government/semi-government/autonomous bodies, etc. in the field of finance/accounts.
- Having proficiency in computer applications like Tally, MS-Word, MS-Excel.

Desirable Qualification: Candidates having good English communication skills and experience in office procedures like maintenance of file, diary, knowledge of Financial Rules and Regulations will be preferred.

**Age:** Preferably below 35 years but *not exceeding* 40 years. Age shall be reckoned as on 01.09.2017.

**Application Procedure:**

Please e-mail your CV (in PDF format) alongwith all requisite testimonials mentioning the name of the post applied for in the subject line to [sao@cimp.ac.in](mailto:sao@cimp.ac.in) latest by 30<sup>th</sup> September, 2017 (17:00 hrs.).

*Alternatively, one can send the hard copy latest by 30<sup>th</sup> September, 2017 with a covering letter (only through Speed/Registered Post) addressed to Senior Administrative Officer, Chandragupt Institute of Management Patna, Mithapur Institutional Area, Patna-800001 superscribing the envelope with the name of the post applied for in block capitals.*

Sd/-

Senior Administrative Officer