

## **Assistant Finance Officer (AFO):**

A dynamic, smart and hard working Assistant Finance Officer to be recruited to fill the vacancy of a regular post of Assistant Finance Officer with following requirements. Position will be initially under a probationary period of 1 year, subject to satisfactory completion of which confirmation will be done

- Qualification** : CA / ICWAI / MBA (Finance) / PGDM / M.Com. / Inter CA
- Experience** : 5-6 years in Finance, Accounts, Regulatory Compliances should have knowledge of daily accounting activity, with banking transaction and cash handling & Sales tax, service tax, income tax. VAT, TDS etc. Experience with autonomous body, NGO's will be preferred.
- Technical Education** : Tally 9 ERP, MS Office applications (Word, EXCEL, PPT etc.) and other Computer know-how.
- Age** : 30-35 years
- Salary** : Pay band Rs. 9300 - 34800 + GP Rs.4200 p.m. Total Enrollment - Rs. 27908/

### **Notes :**

- Knowledge of PC / Internet is a must
- Candidates belonging to SC / ST / Minority categories and physically disabled candidates will be given due preference provided meet with the necessary criteria laid down as above
- Candidates applied earlier need not apply

The candidates fulfilling the above criteria are required to send their application in sealed envelopes **within 15 days** to the

### **The Director**

#### **Indian Rubber Manufacturers Research Association**

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