



# Indian Rubber Manufacturers Research Association (IRMRA)

Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India,  
Plot No.254/1B, Road No.16V, Wagle Industrial Estate, Thane (W), Maharashtra – 400 604, India

Date: 18<sup>th</sup> March 2019

## Notification No. AA/2019/03-19

### Recruitment for position as “Accounts Assistant” at IRMRA’s Head Office at Thane

Indian Rubber Manufacturers Research Association (IRMRA), Thane, under the Ministry of Commerce & Industry, DPIIT, Govt. of India and one of the world’s premier organization engaged in Research & Development in the area of Rubber & Allied industries and associated with several National and International program, desires to recruit talented candidate for its head office at Thane as “**ACCOUNTS ASSISTANT**” on contract basis as detailed below, however, the services may be transferred to any location of IRMRA throughout India.

Sr. No.	Name of the position No. of positions	Qualifications & Job Description	Stipend / Age / Tenure
1	<b>ACCOUNTS ASSISTANT</b>  <b>01 Position</b>	<p><b>Essential:</b> B.Com / M.com with 3 years experience in relevant area. <b>Selection will be done through written / skill test.</b> <b>The job description for selected candidates are as below:</b></p> <ul style="list-style-type: none"><li>• Working with spreadsheets, sales and purchase ledgers and journals.</li><li>• Preparing statutory accounts, accounts to be maintained in TALLY</li><li>• Calculating and checking to make sure payments, amounts and records are correct.</li><li>• Managing petty cash transactions.</li><li>• Controlling credit and chasing debt.</li><li>• Reconciling finance accounts and direct debits.</li></ul> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"><li>• Proficient in MS office(Word, Excel, Powerpoint) and experience in using TALLY 9 software is highly preferred.</li><li>• Strong organizational and time management abilities.</li><li>• The candidate should have good command over English &amp; Hindi language.</li></ul>	<p>Rs. 10,000-20,000 per month depending on the experience (Negotiable, salary will not be a constraint for right candidate)</p> <p><b>Age :</b> 20-30 years as on date of advertisement</p> <p><b>Contract period–</b> 1 year (extendable) depending upon performance of the candidate</p>

Candidates fulfilling the above mentioned qualification, age etc. may send resume along with a write up about “**How you can contribute to IRMRA’s growth**” on or before **28<sup>th</sup> March 2019** to the Director, Indian Rubber Manufacturers Research Association (IRMRA), Plot No. 254/1B, Road No. 16V, Wagle Industrial Estate, Thane (W)- 400 604 or send mail to [info@irmra.org](mailto:info@irmra.org) or [pb@irmra.org](mailto:pb@irmra.org), [rk@irmra.org](mailto:rk@irmra.org).

s/d  
Director, IRMRA  
Dr. K. Rajkumar