

## **ACCOUNT OFFICER**

### **Qualification:**

- Chartered Accountant or MBA (Financial Management) – full time or M.Com or B.Com from recognized University/Institute /College.
- Good Knowledge of computer application (MS Office) and knowledge of computer accounting software (Tally / other Accounting Software).

### **Experience:**

- Fresher CA, MBA (Financial Management) with 1 year experience or M.Com with 6 years' experience or B.Com with 8 years' experience in Hospital / organization/institute / NGO / Charitable Trust Hospital is required.
- Experience or knowledge of Accounts / Audit / Budget, Grant from Govt. and other resources, Legal compliance related to accounts, (IT, PF, VAT, Customs, and other taxation), Bank Transaction, Balance sheet, LC Opening, IT Exemption, Pay Roll Management is required.
- Relaxation in case of age, experience and qualification can be considered for deserving candidates.

### **Remuneration:**

- Consolidated remuneration of **Rs. 32,000/-**per month. After 6 months of satisfactory work performance, remuneration may be negotiable.
- 10 % yearly increment on consolidated remuneration (gross).
- Higher consolidated remuneration may be considered in highly deserving candidate.
- Leave, PF, Gratuity and Group Health Insurance and other Benefits will be as per rules of the Institute.

### **Note:**

- Selected candidate has to work also at satellite centres of the Institute, sub centres, mobile units and any other place/places on the same terms and conditions as per the sole discretion of Director / Institute.
- Higher remuneration above consolidated remuneration per month can be considered in a well deserving candidate (on the basis of Seniority, Work Performance at previous Institute, Merit, and Feedback) after negotiation in the interview for selection.