



# RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56 A B.T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E.B. Campus: 25571028, 3028, 4028, 7161 J.S. Campus: 22695241, 5242, 6601, 6610

Website : [www.rbu.ac.in](http://www.rbu.ac.in) e-mail: [registrar.rbu@gmail.com](mailto:registrar.rbu@gmail.com)

EMPLOYMENT NOTIFICATION NO. Estt./ 6027/2017

Dated : 13/12/2017

Applications are invited for one post of Accounts Officer (Purely Contractual)

## Accounts Officer (Purely contractual)

### 1) Essential:

- i) Uniformly good academic record with B+Master's Degree in Commerce.
- ii) Experience in Audit and Accountancy work for at least five years in a senior position involving Supervision, Control and Planning and Management of Audit and Accounts.

Age not above 50 years (including SC/ST) as on the date of publication of this advertisement.

### 2) Desirable:

- i) Chartered Accountant or Cost Accountant or Business Management Degree.
- ii) Sound knowledge of MS Office and Tally Accounting Package.

## Scale of Pay – Rs. 27,600/- (consolidated)

A relaxation of 5% marks will be provided at the Master's Level (i.e. 55% to 50%) for SC/ST/Differently-abled (Physically as well as Visually) candidates only.

Application in the prescribed form is to be downloaded from our website [www.rbu.ac.in](http://www.rbu.ac.in) from **18/12/2017 to 10/01/2018 (up to 4 pm)** and submitted at the Establishment Section of the above address on all working days except Saturdays, Sundays and other University holidays along with payment of Rs. 250/- [in case of SC/ST/ Differently-abled (Physically as well as Visually)] and Rs. 500/- [General candidates] payable in Demand Draft in favour of RABINDRA BHARATI UNIVERSITY payable at 'KOLKATA' at the time of **submission of application form with six photo copies of application form and testimonials(1 set).**

Last date for submission of duly filled-in form : **11/01/2018 [11.00 a.m. to 4.00 p.m. on all working days of the university]**

Fulfillment of minimum qualifications does not guarantee a call for interview. The University reserves the right to decide the number of candidates to be called for interview for a particular post.

Incomplete applications are liable to be cancelled.

Candidates already in employment should apply through proper channel.

Registrar (Acting)