

## **ELIGIBILITY CRITERIA**

<b>A.</b>			
<b>#</b>	<b>Name of Position</b>	<b>No. of Posts</b>	<b>Place of Posting</b>
1.	Manager	02	Panchkula
2.	Accounts Assistant	01	

<b>B.</b>					
<b>Eligibility Criteria</b>					
1.	<table border="1"><tr><td>Manager</td><td><p><b>Educational Qualification:</b></p><ul style="list-style-type: none"><li>• M.Com from a recognized University/Institution.</li></ul><p><b>Experience:</b></p><ul style="list-style-type: none"><li>• Minimum 05 years' post-qualification experience in accounting, finance, taxation, audit, budgeting, financial reporting and statutory compliance functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations.</li></ul><p><b>Essential Skills and Knowledge:</b></p><ul style="list-style-type: none"><li>• Sound knowledge of accounting principles and practices, GST, Income Tax, TDS provisions and other statutory compliances.</li><li>• Experience in preparation and maintenance of books of accounts, financial statements, audit coordination, budgeting and financial reporting.</li><li>• Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.</li></ul></td></tr><tr><td colspan="2"><ul style="list-style-type: none"><li>• Remuneration: Rs.50,000/- per month plus Rs.5,000/- as allowances.</li><li>• Maximum age limit - 42 years.</li></ul></td></tr></table>	Manager	<p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"><li>• M.Com from a recognized University/Institution.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Minimum 05 years' post-qualification experience in accounting, finance, taxation, audit, budgeting, financial reporting and statutory compliance functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations.</li></ul> <p><b>Essential Skills and Knowledge:</b></p> <ul style="list-style-type: none"><li>• Sound knowledge of accounting principles and practices, GST, Income Tax, TDS provisions and other statutory compliances.</li><li>• Experience in preparation and maintenance of books of accounts, financial statements, audit coordination, budgeting and financial reporting.</li><li>• Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.</li></ul>	<ul style="list-style-type: none"><li>• Remuneration: Rs.50,000/- per month plus Rs.5,000/- as allowances.</li><li>• Maximum age limit - 42 years.</li></ul>	
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<ul style="list-style-type: none"><li>• Remuneration: Rs.50,000/- per month plus Rs.5,000/- as allowances.</li><li>• Maximum age limit - 42 years.</li></ul>					

Eligible candidates are advised to write on the top of envelop ***“APPLICATION FOR THE POST OF MANAGER.***

C.	
Eligibility Criteria	
1.	<p>Accounts Assistant</p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>• M.Com from a recognized University/Institution.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 02 years' post-qualification experience in accounting, finance, taxation or related functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations.</li> <li>• Maximum age limit - 42 years</li> </ul> <p><b>Essential Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of accounting procedures and practices, GST and TDS compliances and maintenance of books of accounts.</li> <li>• Experience in preparation and maintenance of accounting records, vouchers, reconciliations and related financial documentation.</li> <li>• Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.</li> </ul>
	<ul style="list-style-type: none"> <li>• Remuneration: Rs.30,000/- per month plus Rs.5,000/- p.m. as allowances.</li> <li>• Maximum age limit - 42 years.</li> </ul>

Eligible candidates are advised to write on the top of envelop ***“APPLICATION FOR THE POST OF ACCOUNTS ASSISTANT”***

**MD/JMD,  
HARTRON**