



OFFICE OF THE MISSION DIRECTOR
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAAN, ASSAM
Kahilipara, Guwahati-781019

RMSA/ AAC/DL/ Rect./215/2014/8

Date: 06/02/14

RMSA, Assam intends to engage Senior Accountants on contractual basis for its district offices in Assam. Interested candidates can appear for a walk in interview with the filled in application form, relevant original documents and two passport size photographs as per the details mentioned below. The initial period of engagement would be for a period of eleven months.

Position: Senior Accountant

No of positions: 27 nos

Date of Walk in Interview 18th and 19th February 2014

Venue for Walk in interview: Office of the Mission Director
RMSA Assam, SIMAT building
SSA Campus, Kahilipara
Guwahati - 781019
Tel: 0361-2389955,2380038,2389837

1. Detailed specifications of the eligibility criteria, selection process, application form, engagement details etc have been given in the website (www.rmsaassam.in)
2. Selected candidates may be posted anywhere in Assam as per needs of RMSA Assam

Sd /-
Mission Director

Walk In-Interview

Position: Senior Accountant (Contractual Engagement)

Educational Qualification:

Graduate in Commerce with 55% Mark.

Age Limit : Below 45 years

Consolidated Payment: Rs. 13000/-

Job Description :

- To ensure that all Accounts at the district level are maintained as per the Provisions of the FM&P Manual of RMSA, Assam.
- To ensure that all books of Accounts & Registers viz. Cash Book, Ledgers, Asset Registers, Stock Registers, Advance Registers, etc are maintained in compliance with prescribed procedure.
- Bank reconciliation statements are duly prepared within the defined timelines.
- To ensure that all MIS & Other reports as required by State Mission Office, RMSA, Assam are maintained.
- To assist in all audit related matters
- Data Entry of all accounts related works.
- To carry out checking of bills, vouchers, etc as per the Financial Rules & Regulations mentioned in FM&P Manual of RMSA, Assam and General Financial Rules at the district level before putting up to the Competent Authority for approval.
- Any other matter as may be allotted from time to time with due cognizance of Mission Director, RMSA, Assam

Number of vacancies: 27 Nos. (All Districts Headquarters of Assam)

Desired Work Experience:

5 years of desirable experience in accounts related works under Govt/Semi Govt/public sector/ reputed private organisation. Strong computer skills, working experience of Tally & other accounts related software is desirable.

Date & Time: 18th Feb & 19th 2014 at 11 AM

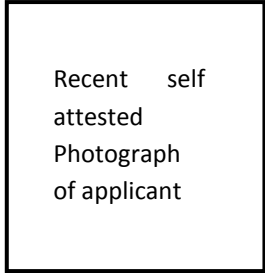
**Venue: Office of the Mission Director
Rashtriya Madhyamik Siksha Abhijan, Assam
SEIMAT Building, SSA Campus,
Kahilipara, Guwahati-781019
Ph-0361-2389955, 2389837**

Note:

1. **The Mission Director, RMSA, Assam reserves the right to relax the norms prescribed above for the right candidate.**
2. **Written Test may be conducted by RMSA, Assam for selecting the right candidate.**

APPLICATION FORM FOR THE POSITION OF

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In District Mission Office under RMSA, Assam



1. Applicants Name:
2. Guardian's Name :
3. Mother's Name :
4. Father's Name :
5. Permanent Address :

6. Address for Communication

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7. Contact No

8. (a) Date of Birth

(b) Age on 01-01-2014Year/sMonth/s.....Day/s

9. Educational Qualification:

Exam Passed	Board/University/Council	Major Subject taken	Year of Passing	Division/Grade	Marks obtained	Percentage
HSLC						
HSSLC						
B.Com						
Post Graduation (if any)						

10. Other Qualifications, if any

11. Nationality

12. Language Known

13. Computer Knowledge(Tally/Accounting Software).....

14. Working experience

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Applicant's Signature

Note: Original documents and 2 passport size photographs shall be produced during the Walk In-Interview