Qualification & Experience

(1)   Finance & Accounts Officer

Essential Qualification:

First class full time Degree from a recognized university / institute with CA / ICWA / M.B.A.(Finance) and having minimum 3 years relevant Post-qualification experience. At Graduation level, the candidates should be specialized in Finance / Commerce / Arts (Economics / Corporate Secretary-ship and relevant fields.) is preferred.

Experience / Skill sets:

- Thorough knowledge of Government Financial Rules
- Direct and Indirect Tax Law
- Hands on knowledge of budgeting and cost accounting practices
- Capable of implementing electronic & modern methods of book keeping
- Finalization of financial budgets and accounts including internal/statutory audit
- MIS on funds flow, project costing, internal revenue generation
- Funds Management
- Arranging finance for purchases
- Exposure in FERA guidelines
- Exposure to Computerized Accounting

(2)   Administrative Officer

Essential Qualification:

Full time MBA (HR) / Post Graduate Degree in Personnel Management. Candidates should have obtained First class in both U.G. and P.G. levels with minimum 3 years relevant Post-qualification experience.

Experience / Skill sets:

- Recruitment / Man power planning
- Maintenance of Service Records
- Wage & Salary Administration
- Loans and Advances
- Employee Welfare
- Management of Contract Labour
- Leave Records
- Performance Management
- Grievance Handling
- Maintenance of Discipline
- Legal & Vigilance activities
- General Administration, Purchase & Housekeeping
- Student / Hostel related activities etc.

(3)   Librarian Gr.II

Essential Qualification:

First class full time Bachelor's Degree from a recognized university with First class full time Bachelor's degree in Library and Information Science / Library Science and having minimum 2 years relevant Post-qualification experience.

Experience / Skill sets:

- Should be conversant with classification systems like DDC or UDC
- Knowledge of Library Software like NewGenlib or Koha
- Knowledge of Digital Library Software like Greenstone or DSpace
- Must have the zeal to learn the latest technologies and apply the same to the existing activities of the library
- Conversant with usage of computers
- Should independently handle the entire library activities of an institute