



Wanted an office-cum-Accounts Assistant to help office administration attending day-to-day correspondence activities related to HR and Accounts.

Maintenance of office Correspondence & files, Stores Management & Documentation, Documentation work related to finance and administration, Updating employee data & maintaining leave status.

Preparation of Income and Expenditure / Receipts and Payments statements, Financial Statements, Income Tax Calculations for individual employees.

Preparation of appointment letters, Project Proposals and maintaining of accounts for all International Conferences, Workshops and Seminars,

The candidate is to be qualified with at least Type Lower (English) and well versed with MS-Office having undergone DTP Training. A degree in commerce and / or proficiency in Stenography is desirable. Candidates have to attend selection written test and interview as may be notified. A consolidated fixed salary of Rs. 12,000/- per month is offered for selected candidate.

Interested candidates may apply by post with full Bio-data, Contact Address/Phone No and Educational and Professionals Qualifications, experience if any to the following address by 6th Feb, 2012 with attested copies.

Address for Correspondence

**DIRECTOR, CR RAO AIMSCS
CR RAO ADVANCED INSTITUTE
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