Dated, 24th January, 2024

JOB OPPORTUNITY

Applications are invited for the engagement of following positions. Interested eligible candidates may apply and send their Curriculum Vitae in the prescribed format to the email: arcuap@gmail.com on or before 31st January, 2024 failing which application shall not be accepted.

1. SAMARTH Consultant (1 no.).

QUALIFICATION:

I.   B.Sc./M.Sc./B.Tech/M.Tech (Computer Science).
II. 2-3 Years experience of monitoring/implementing SAMARTH Portal.

Salary: Negotiable depending on qualification and knowledge of SAMARTH.
Language: Hindi/English/Telugu

JOB DESCRIPTION:

Candidates should have good knowledge of monitoring, configuring, feeding the data on SAMARTH Portal and implement the modules of SAMARTH Portal.

2. ACCOUNTANT Tally (1- on outsourced basis):

JOB DESCRIPTION:

Candidates should have good knowledge of tally accounting software, Proficiency in preparing financial statements, Data Management, Mathematical skills, maintain Balance Sheets, Trail Balance, Reconcile/maintain bank statements, Manage invoices, Communication Skills, MS Words, MS Excel, PPT, English Typing 30-35 wpm, Noting & Drafting, Filing GST and IT/TDS.

QUALIFICATION:

I.   Qualification – B. Com & M. Com
II. Experience – 2- 3 years

Language: Hindi/English/Telugu

3. ASSISTANT (1- on outsourced basis):

JOB DESCRIPTION:

Candidates should have good knowledge of preparation of Scholarship, Results, Payment Gateway Configurations, MS Office, Mathematical skills, Communication Skills, Noting & Drafting, English Typing 30-35 wpm

QUALIFICATION:

I.   Qualification – Graduate/Post Graduate.
II. Experience – 2- 3 years

Language: Hindi/English/Telugu

Date:

PASTE
PHOTO

APPLICATION FORMAT

1. Name of the Post   :

2. Name of the Applicant   :

3. Father's/ Mother's Name   :

4. Date of Birth   :

    **(Certificate of proof to be enclosed)

5. Category   :

6. Gender   :

7. Marital Status   :

8. Contact Number   :

9. Email Id   :

10. Academic Qualifications   :

    **(Eligibility Certificate(s) to be enclosed)

11. Work Experience in the relevant Field   :

    **(Certificate of Experience to be enclosed)

12. Address for Communication   :

13. Nationality

14. Any discrepancies/pending cases either in Court/Police
    Station   :

15. Any other information

Declaration:

The above information furnished by me are true to the best of my knowledge.

(Signature of the Applicant)

Note: Please send PDF file to email: arcuap@gmail.com. No hard copies sent by post shall be accepted.