

# INDIRA GANDHI ENGINEERING COLLEGE, SAGAR (M.P.)

(Declared Autonomous By The Government Of Madhya Pradesh)

Ph.07582-263844, 263896, Website: <http://www.igecsagar.ac.in>

Following positions are required to be filled in TEQIP Cell of the Institute on Contract Basis under TEQIP-III project through walk in Interview.

S.No	Post	Essential	Experience	Consolidated Payment
1	Accounts Officer	M.Com/CA/ICWA/CMA, B.Com with MBA / PGDBM( Post Graduate Diploma in Management)/ PGDBA (Post Graduate Diploma in Business/ MMS (Masters of Management Studies)/ PGDM (Post Graduate Diploma in Management)/ PGDFM (Post Graduate Diploma in Financial Management)/ MFM (Masters of Financial Management) from a recognized University or Institution.	a) Five years experience in Accounts in Central Govt./State Govt. /Corporations.	Rs. 30000/- Per Month
2	Project Assistant	B.Com from any government recognized Institutes/Universities with Minimum 60% of marks or equivalent.	a) Three Years Experience in preparation of final accounts, book auditing, internal controls & internal check system, statutory auditing, setting the audit observations, budgeting. Knowledge of Tally, MS Office and experience of drafting in English & Hindi. <b>Desirable:-</b> Knowledge of MIS/PMSS/PFMS for TEQIP project, Procurement of Material through GEM and Experience of Office Work.	Rs. 20000/- Per Month
3	Data Entry Operator	Bachelor Degree from any government recognized Institutes/Universities.	a) Experience of English & Hindi typing with Knowledge of MS office (MS Word, MS Excel).	Rs. 15000/- Per Month

1. The engagement will be made on purely temporary basis initially for a period of 06 months which can be extended as per the need of the Project. The contract can be terminated anytime without prior notice.
2. Candidate should be well versed with required Softwares. He/She is supposed to give a demo on these software's before selection committee at the time of interview.
3. Walk in Interview and Demo Scheduled on 14 Aug, 2018 at 11.00 AM in IGEC TEQIP CELL.
4. No. TA/DA will be given for attending the interview.
5. For more information visit website -[www.igecsagar.ac.in](http://www.igecsagar.ac.in)

PRINCIPAL  
Indira Gandhi Engineering College  
Sagar (M.P.)

**APPLICATION FORM**

**To,**

The

.....  
.....



**Sub:** Application for the Post of.....

Sir,

In response to your advertisement No. .... Dated. ....,  
I wish to apply for the above mentioned post .My particulars are as given bellow.

1. Name in full (in Block letters): .....
2. Date of Birth :.....3. Adhar No.....
4. Father's Name .....
5. Present Address:.....  
.....
6. Permanent Address:.....  
.....
7. Contact details: (i) E-mail: .....Mobile No.:.....
8. Present occupation if any (NOC from Employer is required if already employed)  
.....

9. Educational qualifications:

S.I.No.	Degree	Board/Council/University	Division	Percentage	Remarks
1	10 <sup>th</sup>				
2	12 <sup>th</sup>				
3	Degree				
4	Post Graduate				
5	Others				

10. Experience (Attach Certificates):-

Declaration:

I am a candidate for the post of.....and the fact stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable to any action and my candidature may be rejected.

Date:

Place:

Signature of the application