Himachal Consultancy Organisation Ltd.

(Promoted by State Govt. Corporations, SIDBI & Commercial Banks)

1st Floor, SHREE NIKETAN, (Near IT Bhawan), Mehli-Shoghi Road,
Lower Panthaghati, Shimla-171013 H.P.

Tel.: 0177-2627537

e-mail: himcon77@rediffmail.com   web: www.himcon.org

HM/Accounts/Rec./2025-26 - 267   Dated: 19/06/2025

Corrigendum

Reference to advertisement published in website of HIMCON on 13th June, 2025 for "Recruitment for one post of Accounts Associate" purely on contractual basis, the due date is extended to 21st June, 2025.

Deputy Manager (Accounts)
HIMCON

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1st Floor, SHREE NIKETAN, (Near IT Bhawan), Mehli-Shoghi Road,
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Tel: 0177-2629488, 2627537, 2629799, 2627874
e-mail: himcon77@rediffmail.com, md @himcon.org web:www.himcon.org

RECRUITMENT

Applications are invited from Indian Citizens for the following position purely on Honorarium basis.

Name of Post : Accounts Associate
No. of Post : One (1)

1. **How to apply:**

The candidates apply through application form attached hereunder.

Note: The candidates are advised to go through the details mentioned below and ensuring meeting of eligibility criteria before applying.

Last date of receipt of application: June, 21 2025 (latest by 5 PM).

2. **Relevant eligibility criteria are invited:**

Sr. No.	Department	Particular	
1	Accounts	Post Name	**Accounts Assistant**
		Qualification	B. Com
		Relevant Experience	3 Years
		Age	Not more than 35 years
		Job Description	➢ To handle all works related to Accounts, HR & ROC ➢ To have good knowledge of taxes viz. GST, TDS and Income Tax ➢ To have practical knowledge of MS office especially MS Excel, Word & Power Point ➢ To have working knowledge of Tally accounting package (latest) ➢ To prepare MIS reports

3. **Cut-off date:**
   For assessing the eligibility criteria, the cut-off date would **31st May, 2025**

4. The filled application form should be addressed to The Managing Director, Himachal Consultancy Organisation Limited (HIMCON), 1st Floor, Shree Niketan (Near IT Bhawan), Mehli Shoghi Road, Lower Panthaghati, Shimla-171013.

HIMACHAL CONSULTANCY ORGANISATION LIMITED

1   **Instructions:**

   a)   All columns should be filled in Block letters.

   b)   Incomplete application/ applications without enclosures will be rejected.

2   Post applied for   :   _____
    (To be filled by candidate)

3   Full Name (In capital letters)   :   …………………………………………………………………..

4   Father's Name & Occupation   :   …………………………………………………………………….

5   Date of Birth   :   ……………………………… / Age ……………………….

6   Sex   :   ☐ Male   ☐ Female

7   Marital Status   :   ☐ Married   ☐ Unmarried

8   Category (Tick Mark)   :   ☐ GEN   ☐ SC   ☐ ST   ☐ OBC

    (In case of SC/ST/OBC Name of the Community and sub-caste_____ (Enclose copy of valid certificate

9   Whether Physically challenged   :   ☐ Yes   ☐ No

10 If yes, indicate type of Disabilities?   :   ☐ OH   ☐ VH   ☐ HH

11 Permanent Address   :   ……………………………………………………………………………

                                                  …………………………………………………………………………..

                                                  ………………………………………………………………………………

12 Correspondence Address   :   ………………………………………………………………………………

                                                  …………………………………………………………………………………

                                                  ………………………………………………………………………………

13 State of Domicile   :   ………………………. Nationality ……………………….

14 Telephone No.   :   (R)……………………… (O) ………………………………

15 Mobile No.   :   …………………………………………………………….

16 E-mail ID (mandatory)   :   ……………………………………………………………

17   EDUCATIONAL QUALIFICATIONS (Starting from matriculation):

Education	Name of the Institution	Year Studied		Class/ Div.	Branch/ Discipline	Grade/ % of Marks
		From	To			
SSLC/ Matric						
12th Std.						
Degree						
Post-Graduation						
Others ……………. (Please specify)						

18   EXPERIENCE:
       (Start with the current employment)

Name of the employer and address	Designation	Duration		Brief note on Duties & responsibilities/ projects handled	Total years of Exp.
		From	To		

(Attach separate sheet if required)

19   Salary last drawn
       Gross Pay   :   ……………………………………

20   Language Known   :   (Underline Mother Tongue)
                                      Read   Write   Speak
                                      ………………………..   ………………………….   ……………………………….
                                      ………………………..   ………………………….   ……………………………….

__Please attach all relevant documents with application form viz. Address, qualification, 2 passport size colour photographs and experience etc.__

<u>DECLARATION</u>

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. In the event, if the information is found to be false or incorrect, candidature/ appointment may be terminated without notice.

Signature of candidate

Place: …………………………

Date: ……………………….