



Himachal Consultancy Organization Ltd

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

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

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 Assistant

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: August 20, 2022 (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 | <ul style="list-style-type: none">➤ To handle all works related to Accounts➤ 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 July, 2022**.

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 Panthaghata, 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 | | | | | | |
| 12 th 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.

DECLARATION

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: