



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

अममतेन वेदव्यम्

Advertisement no: Recruitment/CU/2023/01 dated:- 02.01.2023

Interested and qualified applicants may apply in the application form available in the University Website for the following post on or before 9th January 2023, with photocopies of all certificate and testimonials. Only qualified and selected candidates will be allowed to appear interviews. Applicants must bring a set of self attested copies of all certificates, Marksheets and other qualifying and supporting credentials along with the originals.

Posts: Multi Tasking Assistant, Accounts (Contractual)

Minimum Qualifications:

Must be minimum Bachelor of Commerce

At least 3 (three) years experience of working in the field of Accounting and Tax Related works. Preference will be given to candidates with experience in working in Chartered Accountant firm/Cost Accountant Firm/Finance Department of Reputed organization or institution. **Knowledge of updated version of Tally is mandatory. Should be excellent in excel.**

The incumbent is expected to deal with day to accounting and auditing and vouchering, Reconciliation of Bank Account (BRS), Income Tax computation. He/she must be familiar with TDS and GST return filing.

Age will be as per Govt of Assam rules.

Salary : Rs. 18,000/- per month. (ESIC/EPF as applicable)

Period of appointment: Initially for one year which may be extended.

Venue of Interview : Administrative Block, Cotton University, MCB Building, Panbazar, Guwahati-01

Last date of Submission of filled up form – 13th January 2023

Date of Interview: **Will be notified in the University website on a later date**

Time: - 10 .00 AM onwards.

Filled up applications received in University Format will only be accepted

General terms and conditions:

The incumbents will have no rights for claiming appointment either regularly or on contractual basis after the expiry of the contractual period.

The incumbents shall abide by the rules and regulations of the University.

The incumbents must be present at the department during the entire office hours.

University reserves the right not to appoint any person if suitable persons are not found.

Application form is available in the website www.cottonuniversity.ac.in.

Filled in application may be sent to, **Registrar, Cotton University Panbazar, Guwahati 781001, Assam, indicating the post applied for.**

Registrar i/c

Memo No: - CU/GAD/2020/233 .14.18

Dated: 02/1/23

Copy to:

1. PS to VC for kind appraisal of the Vice Chancellor.
2. Finance Officer, CU.
3. CSM, with a request to publish the same in the University Website.
4. Notice Board
5. Office File.

Registrar i/c