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EMPLOYMENT UNDER ESR 2023 : ACCOUNTS CLERK

1. A Accounts Clerk is to be employed at AWHO to perform the duties of Accounts Clerk on contractual basis. The criteria is given in succeeding paras.
2. Essential and Desirable Qualitative Requirement are as under :-.

<u>Essential</u>	<u>Desirable</u>
(a) Finance/ Accts Background graduate.	(a) Ability to perform a wide range of clerical duties including maintaining files/ updating record on regular basis.
(b) Minimum five years experience in handling accts and audit (internal & statutory) and aware of audit norms.	(b) Familiar with statutory compliances (RERA, GST, Income Tax etc).
(c) Well versed with GST Act & implementation and Tax compliances.	
(d) Worked on accounting software viz Oracle/ Tally & Excel basic programming.	
(e) Medically fit. In case of ESM, Medical category upto SHAPE-II (less S factor).	

3. **Age**. Maximum age as on 01 May 2024 : Below 55 Yrs for ESM.
: Below 45 Yrs for Civilian.
4. **Compensation**. Total consolidated compensation will be ₹ 36,250/- per month.
5. Candidates may send their application as per prescribed format available at AWHO website www.awhosena.in to Director (Administration), Army Welfare Housing Organisation, South Hutments, Rajaji Marg, Kashmir House, New Delhi- 110 011 (Tele :011 23017147) through post or e-mail (adm05@awhosena.org/diradm@awhosena.in), so as to reach this office latest by **10 Apr 2024**. Only shortlisted candidates will be called for interview. No TA/DA will be admissible.
6. Decision of HQ AWHO shall be final.