

संदर्भ सं. ....

दिनांक .....

Ref. No.: KMV/F-2/1/2023/

Dated: 04.04.2023

**Applications are invited for the ONE post of Section Officer (Accounts) –UR Category,  
On Contractual Basis**

Applications are invited for the post of Section Officer (Accounts) –One- UR Category on purely contractual basis and total emoluments shall be paid as per applicable norms of University of Delhi.

The last date to apply is 20.04.2023.

**Essential Qualification:**

Graduate from a recognized University.

**Desirable:**

1. Good knowledge and command of written and spoken English and Hindi languages.
2. Good Knowledge of drafting and noting of letters.
3. Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent Discipline.
4. Experience in handling educational administration/ General Administration/ Purchase/ Account & Finance in a University/ Research Institution/ Government Department/ PSU.

The person must be well conversant with the Accounting Procedure, Knowledge of PFMS of autonomous institution/ central university level. He/She should have a working knowledge of at least two years of preparation and maintenance of Annual Accounts, Budget, Bank Reconciliation Statement, Fund Management, CCS Rules etc.

The post is purely temporary for a period of six months which may be renewed for a further period or till such time regular appointment is made and can be terminated at any time without assigning any reason.

List of candidate qualified to appear in written test shall be notified on college website. Further addendum/ corrigendum shall be notified on college website.

The college reserves the right to fill or not fill the post.

  
Principal  
Keshav Mahavidyalaya

Copy to:

1. University of Delhi Website
2. College Website