

**STATE PROJECT OFFICE, SAMAGRA SHIKSHA
SHIKSHA SADAN, LINK ROAD, PORT BLAIR**

**WALK-IN-INTERVIEW FOR THE POST OF
FINANCE & ACCOUNT OFFICER / INTERNAL AUDIT OFFICER**

A Walk-in-Interview will be conducted on **07.12.2019** at **10.00 AM** for the post of **Finance & Account Officer & Internal Audit Officer** under Samagra Shiksha on contract basis.

Sl. No.	Name of the Posts & vacancy	Essential Qualification	Desirable Qualification	Other details
1.	Finance & Account Officer Vacancy : 01	Chartered Accounting with 01 years experience in Accounts & Budget / implementation of Govt. schemes. Or Graduation in Commerce Stream from recognised Institution with 05 years of experience in Accounts & Budget / implementation of Govt. schemes.	Post-Graduation in commerce from recognised Institution Computer Knowledge (atleast 1 year Diploma/ Certificate Course)	<u>Consolidated pay</u> Rs. 50000/- per month <u>Age limit</u> Below 50 years <u>Category</u> General
2.	Internal Audit Officer Vacancy : 01	Graduate in Commerce stream from recognised Institution with 03 years experience in implementation of Govt. schemes / NGOs etc. or Graduate in any discipline from recognised Institution with 05 years' experience in implementation of Govt. schemes / NGOs etc.	Post-Graduation in commerce from recognised Institution Computer Knowledge (atleast 1 year Diploma/ Certificate Course)	<u>Consolidated pay</u> Rs. 35000/- per month <u>Age limit</u> Below 50 years <u>Category</u> General

The verification of Certificates will start at 8.30 am on the same day. The interview may be continued on next working day also, if required. Candidates who fulfil the requisite qualification are requested, to appear for walk-in interview to be conducted under the chairmanship of Secretary (Edn) at Conference Hall of Secretariat, Port Blair.

The-candidates are advised to carry with them a detailed resume in the format given below alongwith self-attested copies of Certificates of educational qualification, date of birth, work experienced and to also affix a passport size photograph. Candidates are also required to bring their original certificates / testimonials for verification. Only the candidates who fulfils the requisite selection criteria shall be allowed for attending walk-in-interview.

State Project Officer (Samagra Shiksha)

Format of Application

To

The State Project Officer
Samagra Shiksha
Shiksha Sadan, Port Blair

Recent
Passport size
photograph

Application for the post of Finance & Account Officer / Internal Audit Officer at State Project Office, Samagra Shiksha on contractual Basis						
1.	Name in block letters (in BLOCK LETTERS)					
2.	Father's/Husband's Name					
3.	Male/Female					
4.	a) Date of birth (proof to be enclosed)	Date	Month	Year		
	b) Age	Years	Months			
5.	Nationality					
6.	Educational Qualification (proof to be enclosed)	Qualifications	Board/Univ.	Max. mark	Marks obtained	
		UG /CA				
		PG				
		Comp.				
		Exp.	Mention No. of months = _____ months			
7.	Details of experience (if any) (proof to be enclosed)					
8.	Postal address for communication with mobile no. & email address					
9.	Any other relevant information					
Declaration						
I do hereby declare that the particulars furnished above by me are correct and nothing has been concealed. If information furnished above is found to be false at any stage, my candidature/selection for the above mention post is liable to be cancelled.						
Signature of the candidate						
Place: (Name:)						
Date:						
Terms and conditions:						
1. The appointment will be purely on contract basis for a period upto 31/03/2020 and no other regular service benefits will be admissible. The candidates will not have any right to claim for regular employment.						
2. No TA,DA will paid for attending the interview.						
3. The Selection Committee has the right to accept/reject any application without assigning any reason and no correspondence in this matter will be entertained.						
4. On selection, the candidates has to sign contractual agreement on a non-judicial stamp paper of Rs.50/- with State Project Office, Samagra Shiksha, A & N Islands.						