



**VIDYASAGAR COLLEGE FOR WOMEN  
KOLKATA**

**Employment Notice**

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Applications in the prescribed format (given below) are invited for the post of **Accountant (Casual daily basis)** alongwith supporting documents.

**Qualifications:**

- **Essential Educational qualification- B. Com**
- **Essential Knowledge: Handling computer with working experience in Tally Accounting Software, Excel software**
- **Desirable Knowledge : Knowledge of handling WBIFMS (HRMS) Portal**

**Test:**

- There will be a computer Application test on Tally, Excel and WBIFMS etc. for the this post. [Details will be declared later in the college website [www.vcfw.org](http://www.vcfw.org)]

**Age:** Between 20 and 40 as on 06.09.2022. Upper age limit is relaxable by 5 years for SC/ST Candidates, 3 years for OBC and 8 years for PH candidates.

Apply to The Principal, Vidyasagar College For Women, 39 Sankar Ghosh Lane, Kolkata – 700 006.

Application should be dropped in the Office-Drop Box between 8:30 AM and 12:00 Noon by **August 26, 2022**.

  
Dr. Rupali Chaudhuri

Principal

August 12, 2022



8. Technical qualification : i)

ii)

9. Details of work Experience:

| Position held | Employer | Period |
|---------------|----------|--------|
|               |          |        |
|               |          |        |
|               |          |        |

10. Other information (if any) :

***Declaration: I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of the selection of the post.***

**Signature**

**Name**

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**Ph. No.**

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**# Attach all necessary documents (self attested)**