

VIDYASAGAR COLLEGE FOR WOMEN KOLKATA

Employment Notice

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]

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



PROFORMA FOR APPLICATION

For the post of Accountant (Casual daily basis)
Last date of submission: August 26, 2022

		Resume		РНОТО
1. 2.	Name (In block letters) Address	:	4	
	a) Permanent	:		
	b) Correspondence	:		
3.	Father's / Guardian's Name	:		
4.	Date of Birth (dd-mm-yyyy)	:		
5.	Phone number	:		
6.	E-mail id			
7.	Educational Qualification	:	Vear of Passir	ng % of Marks

- · · ·	Board/University	Year of Passing	% of Marks
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8. Technical qualification	on : i)		
	ii)		
9. Details of work Expen	rience:		
Position held	Employe	r	Period
10. Other information (if Declaration: I have careful that the Curriculum Vitae de	ly gone through th	ocuments submitted i	oy me wili also be
assessed by the selection o	ommittee at the tir	ne of the selection of	the post.
		Signa	ture
		Name	
		Ph. No	

Attach all necessary documents (self attested)