

RECRUITMENT NOTICE

Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following position for **Livelihood Development Project of Tribal beneficiaries of Assam under Pradhan Mantri Van Dhan Yojana (PMVDY)** and **SFURTI project** to be implemented by IIE on purely contractual basis.

Post: Accounts Associate [2 Nos.]

Essential Qualification: B.Com

Core Experiences: Minimum 3 years of experience in the field of accounts related activities in public or private organization. Proficiency with Tally accounting system, knowledge of preparing balance sheet, along with working knowledge on MS office. Knowledge on GST, ESIC/ EPF, Income Tax is mandatory.

Key Skills: Communication and interpersonal skills, ability to deal with the yearly or half yearly financial audit from the project Doner and any other Govt. agencies.

Mode of Selection:

Walk in Interview

Place of Interview:

Indian Institute of Entrepreneurship, Lalmati, Basistha Chariali, Guwahati-781029

Expenses of selection:

No TA/DA will be provided for attending interview.

Documents Required:

1. Copy of Bio-data
2. Admit Card of H.S.L.C examination for verification of your date of birth (Original as well as Xerox copies).
3. Mark Sheets and Pass certificates in support of all educational qualifications as stated in your application (Original as well as Xerox self attested copies).
4. Documents in support of all work-experiences as stated in your application (Original as well as Xerox copies)

Time: 10 AM to 1 PM

Date: 05 November 2021

Place of Interview:

Indian Institute of Entrepreneurship
Lalmati, BasisthaCharali, Guwahati-29, Assam
Phone: 0361-2300840/6901271181