

Government of Tripura
Department of Forest
Project Management Unit
Tripura JICA Project
Pt. Nehru Complex,
Aranya Bhavan, Agartala - 6

Dated Agartala, the 10th March, 2011

Notification for Appointment of Accounts Officer on contract basis in the Tripura JICA project

Applications are hereby invited for the post of 4 nos. of Accounts Officers for a period of 4(Four) months. These posts are subject to renewal, based on performance and requirement of the organisation. The details of the vacancies are given as under:

Name of the post	Accounts Officer
Monthly remuneration	Rs.12000/- per month (consolidated)
Period of engagement	4(Four) months
Essential qualification	<ul style="list-style-type: none">• B.Com Graduates of minimum 50% marks• Basic Computer Knowledge of MS-Office with proficiency in MS-Excel and MS-Word.
Desirable qualification	Working experience in Tally.
Place of posting	In West, South and North Districts.
No of post	2-UR, 1-ST and 1-SC

Applications in the prescribed format along with detail CV and attested xerox copies of the relevant certificates, mark sheets , age proof , photo identity card and two self attested passport size photograph should reach the office of the undersigned within 25th March, 2011. Shortlisted candidates will be called for written test to be conducted in SIPARD . On the day of written test candidates should also bring the original copy of all the documents submitted earlier for verification. Selected candidates in the written test will be called for interview at Project Management Unit,

Tripura JICA Project, Aranya Bhavan, Gorkhabasti. The names of the selected candidates and dates of the written test and interview will be posted in the website of the project subsequently.

(G.S. Raju)

Chief Executive Officer & Project Director

Format for applying for the post of Accounts Officer

- 1) Name of the Candidate:.....
- 2) Father's/Mother's Name:.....
- 3) Address.....
- 4) Permanent Residence.....
- 5) Age/ DOB:.....
- 6) Tel Number/ Mobile No.....
- 7) Social Category: (Tick whichever is applicable)
 - ST
 - SC
 - OBC
 - General

Passport size
Photograph

8) Give Details of Educational Qualifications in the Following Table:

Examination	Year	Board/Univ	% of marks/Division obtained	Subjects

9) Computer Knowledge:

10) Other qualifications:

11) Experience.....

**Note: All the certificates to be submitted.