

Technology Information, Forecasting and Assessment Council (TIFAC)
[An autonomous body of Department of Science & Technology (DST) Government of
India, New Delhi]

The Patent Facilitating Centre (PFC), at TIFAC, Dept. of Science & Technology helps Academic Institutions and Government Institutions in the country to protect the innovative works of scientists by evaluating and assessing protectability and facilitate IP filling on their behalf specially patent applications.

WALK-IN INTERVIEW – “ACCOUNTS ASSISTANT”

TIFAC invites eligible candidates for the walk-in-interview for the position of Accounts Assistant on contract basis initially for a period upto 31st March 2020 or co-terminus with the programme (PFC), whichever is earlier.

1. No. of Positions: One
2. Consolidated remuneration: Rs.24,200/- per month (with no other benefits)
3. Maximum Age : 30 years as on 22.02.2019
4. Essential Qualification: Bachelors Degree in Commerce
5. Experience : Two years of experience in handling accounts, Knowledge of Computers essential
6. Nature of Duties: Preparation of vouchers, writing of Cash Book, General Ledger, Subsidiary ledgers, Preparation of trial balance, making bank reconciliation, taking follow up for outstanding payments. Providing accounting information (Budget) to concerned officers, Maintenance of payrolls and processing of claims etc.

Eligible candidates may appear for a personal interview along with original certificates & Testimonials on from 10.00 AM to 1 PM on February 22, 2019 at the under mentioned address:

**TIFAC, Vishwakarma Bhawan
Shaheed Jeet Singh Marg
New Delhi-110 016.**



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(An Autonomous body under Department of Science &
Technology, Govt. of India), Vishwakarma Bhawan, A-Wing,
Shaheed Jeet Singh Marg, New Delhi – 110 016

Walk-in-Interview for Accounts Assistant

The Patent Facilitating Centre (PFC) at TIFAC has scheduled a Walk-in-Interview for the position of Accounts Assistant from 10 AM to 1 PM on February 22, 2019. Interested eligible candidates are requested to report along with original certificates & testimonials at 10 AM on February 22, 2019. Details of terms and conditions of engagement alongwith format of application are available on the TIFAC Website: www.tifac.org.in.

In-charge (Fin. & Admn.), TIFAC