

## **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 novelty and inventions to facilitate IP filing on their behalf. PFC is also implementing Women Scientists Scheme – C (WOS-C) of DST which aims to train women scientists in the area of Intellectual Property Rights (IPRs).

### **WALK-IN INTERVIEW**

TIFAC invites eligible candidates for the post of Accounts Assistant on contract basis initially for one year or co-terminus with the project, whichever is earlier.

1. No. of Positions: One
2. Consolidated remuneration: Rs.24,200/- per month
3. Maximum Age : 30 years as on 30.4.2018
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 30.05.2018 from 10.00 AM to 1 PM at the under mentioned address:

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