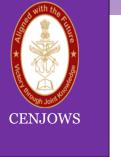
VACANCY NOTICE ACCOUNTANT AT CENJOWS (OPEN ONLY TO RESIDENT INDIAN NATIONALS)

- 1. An accountant is needed for CENJOWS on contractual basis capable of following tasks:-
 - (a) Double entry based preparation of account book alongwith maintenance of all supporting documents in physical as well as soft copy form.
 - (b) Take care of property items.
 - (c) Be Capable of entering and extracting data in the Tally system.
 - (d) Capable of handling computer with minimum typing speed of 35WPM.
 - (e) Capable of managing and accounting for funds.
 - (f) Willing to undertake additional assigned tasks.
- 2. ESM of clerical trade/those who have handled accounts are eligible.
- 3. Civilians should be at least graduate with some qualification /experience of accounting.
- 4. This is contractual appointment but may be continued based on the organisational need and satisfactory performance.
- 5. The Applications be forwarded by 15 Jul 2025 in attached format to cenjows@cenjows.in with a copy to dg@cenjows.in.



VACANCY NOTICE ACCOUNTANT AT CENJOWS (OPEN ONLY TO RESIDENT INDIAN NATIONALS)

- The CV must include the following details:-
 - (a) Name.
 - (b) Father's Mother's Name.
 - (c) Residential Address.
 - (d) Mobile No and Aadhar No.
 - (e) E-mail details.
 - (f) LinkedIn profile reference if such a profile exists.
 - (g) Availability of Laptop.
 - (h) Typing Speed
 - (j) Educational qualifications (Graduate) Attach proof.
 - (k) Important courses (only in case of defence veterans).
 - (I) Exposure in similar organisations, if any.
 - (m) Availability of Passport -Yes/No. Passport Number if the answer is Yes.
 - (n) Visit details to foreign countries in the last three years
 - (01 May 22 30 Jun 25).
 - (o) Any other details including higher qualifications/exposures.
- 7. Remuneration will be Rs 25,000/- per month. Yearly increase will be given. Remuneration may be higher based on qualifications.
- Received applications will be scrutinised and shortlisted candidates will be interviewed 'online' and/OR 'offline' as per the requirement.