



CENJOWS

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 Sep 2025 in attached format to cenjows@cenjows.in with a copy to dg@cenjows.in.



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6. 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).
 - (l) 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 Jul 22 – 31 Aug 25).
 - (o) Any other details including higher qualifications/exposures.
7. Remuneration will be Rs 30,000/- per month. Yearly increase will be given.
8. Received applications will be scrutinised and shortlisted candidates will be interviewed 'online' and/OR 'offline' as per the requirement.