

Bhaskaracharya National Institute for Space Applications
and
Geo- Informatics (BISAG-N)
Ministry of Electronics and Information Technology (MeitY)
Government of India

Hiring of following skilled manpower through outsourcing agency.

Sr. No.	Designation	Educational Qualification	Relevant Experience, Skill & knowledge	No. Of Personal	CTC Per Month in Rs.
1.	Accounts Executive	Bachelor of Commerce with First Class (minimum 60%)	<ul style="list-style-type: none">• Minimum 2 years experience in relevance with Tally ERP 9 software• Expertise knowledge in Tally ERP 9 software• Knowledge of billing, accounting and auditing• Good command over MS Office	2	24000/- to 27,000/-

Detailed Job Description:

- Maintain Accounting of Income & Expenditure in Tally software.
- Ledger creation & Ledger scrutiny, other accounting work provided by management.
- Reconciliation of Bank statement with payment and receipt and resolve deviation if any,
- Prepare report and information as per requirement of management,
- Prepare monthly payment sheet of GST TDS & Income Tax TDS,
- Prepare vouchers, payment advice, bill summary and other accounting details.
- Prepare data related to statutory returns & to comply with all deadline related work.

The candidate shall not be considered as Government employee today or in future. Also, will not be eligible for any type of allowances and facilities, the period of services will initially be for a year, which may be extended further based on the requirement and performance of the individual.

Interested candidates should apply on the following link with updated CV & Supporting Documents (Degree Certificate, Experience Certificate, School Leaving Certificate, Mark sheets, Etc.) If supporting documents not provided, then application of the particular candidate shall not be considered for further selection process.

Application link <https://apps.bisag.co.in/>

The last day to apply is 3.02.2023 till 5.00pm. After scrutiny shortlisted candidates will be informed by Email/Call for further process.