

From

The Director
Punjab Agricultural Management & Extension Training Institute (PAMETI)
PAU Campus, Ludhiana

To

The Registrars, PAU and GADVASU
All Deans/Directors/Officers
PAU, Ludhiana

Memo No. PAMETI/2021/2701-15
Dated: 30/06/2021

Subject: Filling up the post of Accountant-cum Establishment Clerk on contractual basis.

Applications are invited for the post of Accountant-cum Establishment Clerk at PAMETI provided in the scheme, "National Mission on Agricultural Extension & Technology (NMAET)" for an initial period of six months on contract basis or till the termination of scheme whichever is earlier @ Rs.22500/- per month fixed. Applications complete in all respects on the prescribed form available (www.pau.edu or www.pameti.org) should reach in the office of Director, PAMETI, PAU Campus, Ludhiana with self attested photocopies of certificates/testimonials, self attested envelope (28x12 cms) bearing postage stamps of Rs. 30/- and requisite fee of Rs. 300/- in the shape of demand draft favouring Director, PAMETI payable at Ludhiana. Last date for the receipt of applications is 20th July 2021 before 5.00 p.m. Applications which are incomplete or received after due date will not be entertained in any case. The office will not be held responsible for late receipt of the applications.

Essential Qualifications

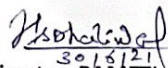
- (i) Graduate preferably B.Com from the recognized university.
- (ii) Three years experience of accountancy in a reputed organization (Govt./Semi Govt./ Govt. Board/Corporation/Govt. Undertaking, etc.)
- (iii) Punjabi up to Matric Level
- (iv) Age not more than 37 years

Desirable Qualifications

Preference will be given to the candidate capable in using Tally Accounting Software/Double Entry Accounting System.

The amount of first full month of salary payable to official will be kept as security with Director, PAMETI and it will be paid to him/ her as and when he/she leaves the institute after giving the requisite one month's notice or deposits the amount of one month's salary.

Please circulate it amongst the staff and also display it on the notice board.


30/6/21
Director, PAMETI

APPLICATION FORM

Recent passport
Size photo

1. Post applied for _____
2. Name (in capital letters) _____
3. Father's name _____
4. Dated of birth _____
5. Age _____
6. Address for communication _____
7. Mother's name _____
8. Sex: Male/Female
9. Caste _____
10. Telephone No. _____

11. Permanent address _____

12. Educational qualifications:

Degree	University	Year of passing	Subjects offered	OCPA/ Total marks/ Marks obtd.	Div./ Grade	%age of marks

13. Academic distinctions/Awards/Medals received _____

14. Have you passed Punjabi language up to Matric level? Yes/No

15. Specific experience in accountancy along with details of work handled

Name of institute	Designation	Nature of work done	Total emoluments received/month	Period		Reasons for leaving
				From	To	

16. Give detail of experience in using Tally Accounting Software.

17. Any other information which strengthen your claim for this appointment _____

18. Details of Amount _____ DD No. _____ Date _____

Drawn Bank _____

Handwritten signature