

JOB VACANCY – ACCOUNTANT CUM SECRETARY

The Tibetan Refugee Handicraft Centre, Dalhousie is looking for a competent, committed, and responsible person for the post of Accountant cum Secretary.

General Requirements:

- Applicants must have Bachelor's degree in Accounting, Finance, or relevant field. Preferences will be given to applicants with higher degree or have proven experience.
- Applicants must work for a minimum of 3 years.
- Personal Application with CV.
- Attested copy of R.C & Green Book.
- Fitness Certificate from certified doctor.
- Character Certificate from the settlement officer or concerned department head.
- No Objection Certificate if currently working in any office or organization.
- Age limit must not less than 18 and not more than 40 years old as on 20th Dec 2023.

Salary and other Benefits:

- Minimum monthly salary of Rs. 20,000/- only.
- Annual, Casual & Sick Leave are entitled as per CTA Staff rules.
- Staff Qtr. and other benefits as per the societies' rules and regulations.

Interested applicants must submit their application along with their attested documents to the office email mentioned below. The submission deadline for applications is no later than December 20th, 2023. The office will notify applicants of the date for the Accountancy, Tibetan & English written test & Interview later.

The Manager
Tibetan Refugee Handicraft Centre
Middle Bakrota, P.O. Dalhousie
Distt. Chamba, 176304
H.P.
(Email: dalsie_trhc@yahoo.co.in)

Manager
Tibetan Refugee Handicraft Centre
Middle Bakrota Dalhousie
Distt. Chamba (H.P.)