



# MSME - TOOL ROOM, KOLKATA

(Central Tool Room & Training Centre)

Ministry of Micro, Small & Medium Enterprise

A Govt. of India Society

**Bon Hoogly Industrial Area, Kolkata - 700 108**



ISO 9001 : 2008  
OHSAS 18001:2007  
CERTIFIED

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Applications are invited for the post of Accounts Officer in CENTRAL TOOL ROOM & TRAINING CENTRE, KOLKATA. The details regarding eligibility conditions for the posts are as under:

## ACCOUNTS OFFICER (1 Post)

**Scale of Pay:**

PB-2, Rs. 9300 – 34,800/-, GP Rs. 4,600/-.

**Educational Qualification:**

Graduate in commerce from a recognized University/ Institution and should have passed Intermediate Examination ICWA/ CA or should have passed SAS Exam/M.Com/MBA(Finance).

**Experience:**

7 years in the field of Accounts, preferably in an industrial or similar establishment. Should have knowledge of Govt. accounting, procedures including budget, final accounts and Computerised accounting system, MIS, etc.

**Age limit:**

35 years. Relaxable upto 5 years for SC/ST/Internal candidates & 3 years for OBCs.

The Post is to be filled up on Contract Basis for a period of 5 years initially with further extension based on the review of performance.

The Post besides basic pay (pay in pay band + grade pay), carries Allowances as per government rules. Reservation of post shall be made as per Govt. of India rules.

Applications indicating the name, date of birth, caste (SC/ST/OBC/General), address for correspondence, educational qualifications and experience, post held, salary drawn, nature of job, etc. along with a recent passport size photograph should be sent to **the General Manager, Central Tool Room and Training Centre, Bonhooghly Industrial Area, Kolkata – 700 108** within 3 weeks from the date of publication of the advertisement. Applicants must also enclose self attested copies of certificates and date of birth with their application. Incomplete application would be rejected. Person working in Government, Quasi-Government or public sector should apply through proper channel with advance copy Giving false information and canvassing in any manner will render the applicant ineligible for the post.

**MSME SAMPARK : SKILLS UNBOUND, OPPORTUNITIES UNLIMITED**