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ವಿಜಯನಗರ ನಿರ್ಮಿತಿ ಕೇಂದ್ರ

VIJAYANAGARA NIRMITHI KENDRA

Cost Effective Building Materials &Technology Transfer Centre
(Promoted by: Govt. of India, HUDCO & Govt. of Karnataka)

Mail: vijayanagaranirmithikendra@gmail.com ☎: 9164867232

VNK/ADMIN/2021-22/13 **Date: 19.11.2021**

RECRUITMENT NOTICE

Vijayanagara Nirmithi Kendra(Hereinafter referred to as "Nirmithi Kendra") has been implementing various Projects of Government of Karnataka exclusively in Construction of buildings using Eco friendly and Latest Technology.

Applications are invited for filling up of position of Accountant and Assistant Accountant. The post is purely on temporary and on contract basis, initially for a period of 1 year and may be extended, based on the performance review and based on the project requirements.

The details of Post, number of vacancies and emoluments are given below:

Post Name	No.of Vacancies
Accountant	1
Assistant Accountant	1

Submission of Online Application Commencement date : 07.01.2022
Last date for submission of Online Application: 16.01.2022

Candidates can submit application at https://ballari.nic.in/

The details of posts, eligibility criteria, such as qualification, nature of work and other terms and conditions are given below:

Sl.No.	Post Name, No. of Posts & Discipline	Minimum Qualification	Nature of work
1	Accountant	1. Bachelor of Commerce from a recognized University. 2. Experience: Working Knowledge of Tally and MS Office and Practical Knowledge of Income Tax & GST and other Statutory Compliance.	1) To assist the Accounts officer in preparation of GST,TDS,EPF,ESI & PT Returns 2) Maintaining Books of account. 2) Verification of Works files 3) Compliance of Income Tax and GST Rule. 4) To assist the Auditors
2	Assistant Accountant	1. 1. Bachelor of Commerce from a recognized University. 2. Experience: Working Knowledge of Tally, MS Office and Typing	1) To assist the Accounts officer in preparation of various reports. 2) Reconciliation of Bank Transactions and Bills payable. 3) Complying office and administrative work.

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i) **Criteria to shortlist applicants for written examination:**

1)

Qualification	Weightage
Bachelor of Commerce (B.Com)	% of Marks obtained* 0.50

2) **Experience in relevant field : Weightage**
   a. **1-2 Years' experience : 20 Marks**
   b. **2-5 Years' experience : 40 Marks**
   c. **>5 Years' experience : 60 Marks**
   d. **Tally 9.0 Certificate : 10 Marks**
   e. **Articleship Certificate : 20 Marks**
   f. **Senior/Junior Typing Cerficate : 10 Marks**

Mode of Selection:

- *Shortlisting of Candidates Based on the Short* - listing Criteria Candidates in the ratio of 1:10 shall be short-listed based on the criteria in Para.
- *Waiting List*: 1:5 will be maintained for future.

In final merit list, if there are two or more candidates in the same category having equal marks:

a) Candidate who has secured higher marks in examination shall be placed higher in merit.

b) In case where the marks are same the candidate who will be having higher qualification will be placed higher in the final merit list and the qualifications are also same, the candidate who had secured higher marks in the highest qualification shall be placed higher in the final merit list.

Important Note: candidates who wish to apply for more than one post should apply separately for each category of post

General Conditions:

1. Applicant must be a citizen of India. Position is temporary and on contract basis subject to other conditions mentioned therein. The completion of the period of contract will not confer any right for further regularisation and permanency at Nirmithi Kendra
2. No other means/mode of application except through online will be entertained.
3. Age Limit is 35 Years. The applicant should not have exceeded the age limit specified as on 31.12.2021.
4. Shortlisted candidates may also be informed through e-mail . Candidates are advised to give the correct email-ID & Mobile number
5. Candidates should produce self-attested copy of documents along with the original documents, in support of their meeting eligibility conditions.
6. Applicant should ensure that he/she possesses essential educational qualification and experience in the relevant area as required for the post, for which he/she is applying, on the last date of Submitting online application.

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8. Experience certificate issued from competent administrative authority of the concerned organization will only be considered.
9. The period of experience for the post / area of work wherever prescribed shall be counted from the date of acquiring the prescribed minimum educational qualifications, required for that post.
10. Candidates currently working need to provide the proof of their current employment with a service / experience certificate from the employer. Appointment order will not be considered as proof of current employment.
11. Applicants working in Government departments, autonomous bodies, public sector undertakings and Government Funded research institutions should forward their applications through proper channel with a certificate that the applicant will be relieved immediately of his/her duties in the event of his/her selection.
12. No Travelling Allowance will be paid for attending the Examination, if any.
13. The Nirmithi Kendra reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change.
14. The Nirmithi Kendra reserves the right to cancel a part or entire process of examination or a part of it due to administrative reasons.
15. Candidates required to work for minimum period of 1 year, in case of left 3 months' salary to be paid.
16. The Date of Documents verification shall be communicated by E-mail to the Shortlisted Candidates.

Project Director
Vijayanagara Nirmithi Kendra
Vijayanagara District

Chairman
Vijayanagara Nirmithi Kendra
and Deputy Commissioner,
Vijayanagara District