

**Institute of Environmental Studies and Wetland Management  
DD-24, Sector-I, Salt Lake City, Kolkata-700 064**

Ref. No. 281–IESWM/4E-189/2023-2024(567)

Date: 05/01/2024

Applications are invited from Indian Citizens for the following permanent post, with required qualification, experience and other terms and conditions as sought for.

- Name of the Post** : ACCOUNTS ASSISTANT
- Number of Post** : 01 (One) - General
- Pay Level** : No. 6 → Rs. 22,700/-  
Erstwhile: Rs. 5,400 – 25,200, Grade Pay Rs. 2,600/-
- Educational Qualification** : Bachelor's degree in Commerce with minimum 50% marks from a recognized University or its equivalent.
- Experience** : Three years experience in reputed organization in accounts and finance. Knowledge of accounting software like Tally etc.
- Age** : Upper age limit is 40 years as on 01/12/2023 subject to relaxation by 5 years for the Scheduled Castes and the Scheduled Tribes, 3 years for the Other Backward Classes category of candidates and 5 years for the Persons with Disabilities (having physical disabilities of 40% or above).

**Candidate must note:**

- (i) Persons working in Government Offices/Public Sector Undertakings/Autonomous Organization should apply with No Objection Certificate (NOC) from the present employer during application.
- (ii) The applications should be sent in neatly typed out in A4 size paper. The information furnished in the application should be supported by relevant documents. Copies of all the certificates (duly self- attested) pertaining to the qualification, experience, date of birth, castes certificate etc. must be enclosed. A recent passport size photograph duly signed shall be pasted on the application.
- (iii) Candidates will have to produce the documents, in original, during interview and when required for verifying the documents furnished by them with their application.
- (iv) The envelope containing the application should bear the advertisement number.
- (v) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal/misrepresent the facts, his/her candidature will be summarily rejected or his/her employment will be terminated.
- (vi) Office shall not be responsible for any postal delay or failure.
- (vii) Application complete in all respect along with required details must reach by post/hand within office hours (10-00 A.M to 5-30 P.M) on working days to the Director, IESWM,DD-24, Sector-I, Salt Lake City, Kolkata-700 064, within 22<sup>nd</sup> January, 2024.