



**PUSHPA GUJRAL SCIENCE CITY**  
**Jalandhar-Kapurthala Road, Kapurthala**

**DETAILED INFORMATION FOR THE RECRUITMENT OF MANAGER FINANCE AND ACCOUNTS**

**Recruitment of Manager ( Finance & Accounts) on contract basis :** One post (General Category), Pay Band Rs. 15600-39100+GP Rs. 5400 (Level-10 as per 7<sup>th</sup> CPC). The age of applicants should not exceed 45 years as on last date of receipt of applications.

**Essential Qualification :** MBA (Finance), Post Graduate in Commerce (M.Com) from a recognized University or CA. 3 years for MBA (Finance), 10 years for M.Com, 2 years relevant experience for CA preferably in Govt./Semi Govt/ Autonomous Body or reputed company having a minimum turnover of Rs. 3 crores. Knowledge of Govt. Rules & Regulations, Income Tax, other related laws & procedures and working knowledge of computers is essential.

**Desirable :**

- Persons with SAS qualification and experience in Govt. establishments will be preferred.
- Knowledge of Financial Software

**Application Fee :** Bank draft of Rs.500/- (Rs.250/- for SC/ST/OBC/PH(OH) candidates) drawn in favour of 'Pushpa Gujral Science City, payable at Kapurthala. ( Non-refundable)

**Last Date for receipt of applications : 12-02-2020**

**Instructions:**

- Application Form duly filled on prescribed proforma should reach the Administrative Officer, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala by **12.02.2020**, preferably by registered post, alongwith bank draft of Rs.500/- (Rs.250/- for SC/ST/OBC/PH (OH) candidates) drawn in favour of 'Pushpa Gujral Science City, payable at Kapurthala. The candidates are required to attach self attested copies of following documents along with the application form :
  - Matric certificate for Date of Birth ,
  - Qualifying Degree and detailed mark sheet
  - Experience Certificate
  - Caste Certificate (SC/ST/OBC)
  - Proof of PH (Orthopedically) with minimum 40% disability
- Candidates must bring their original documents for verification at the time of Interview.
- If any document / certificate furnished in a language other than Punjabi or Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- In respect of equivalent Clause in essential Qualification, if candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard indicating the Authority (with number and date under which it has been so treated otherwise application is liable to be rejected).
- Applicant who had earlier worked at PGSC will be required to submit a certificate pertaining to his/her work & conduct.
- The candidates who are already working in government department are required to apply through proper channel.
- PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.
- Applications should preferably be sent by registered post as Courier service providers do not deliver letters/documents at Pushpa Gujral Science City, Kapurthala.
- No travelling expenses shall be paid or reimbursed for attending the interview

- Incomplete applications without testimonials / photograph / application fee etc. or those received after the due date will summarily rejected. PGSC will not take any responsibility for any postal delay, whatsoever.