

The Institute invites application for the position of Consultant- Finance

Job Title- Consultant- Finance

Salary- Rs. 25, 000/- (Rupees twenty five thousand only) per month

Tenure- Initially for a period of 6 months – contractual- temporary in nature

Job Description – To handle issues related to finance (budget) and accounts of the Institute and regular Ministry correspondence related to financial matters. To prepare and draft reports. And all works as per the instruction from the Director's Office.

Requirements: i. Bachelors degree in Commerce/ Management. Ii. Considerable experience in finance/ accounts in a senior position in public sector in a reputed Institution/ organization.

Age: Not exceeding 62 years.

Please send your application to:

The Director
Maulana Abul Kalam Azad Institute of Asian Studies
Azad Bhavan
IB 166, Salt Lake, Sector III, Kolkata 700106

Last Date of Receiving application: Tuesday, 9 October 2012