



Date:-22nd November, 2017.

Advertisement for the post of Clerk & Peon

Walk in interview for the post of clerk and peon on contractual basis is scheduled on Thursday, 7th December, 2017, in P.G. Office at 10.00 am to 2.00 pm.

The Interested candidate may report to PG office along with Resume & related documents.

The details of post are as under.

Sr. No.	Name of the Post	No. of post
1.	Clerk	2
	<u>Qualification:</u>	
	<ul style="list-style-type: none">B.Com/ Any Graduate with First ClassMin. Typing speed 40 wpm, English & MarathiProficiency in Microsoft Office, Excel & TallyKnowledge of Accounting process is preferred	
	<u>Experience:</u>	
	<ul style="list-style-type: none">Minimum Two years in Record keeping & Accounting (Preferably)	
	<u>Salary:</u>	
	<ul style="list-style-type: none">Maximum Rs. 15,000/- p.m.Higher salary may be consider for deserving candidate	
2.	Peon	1
	<u>Qualification:</u>	
	<ul style="list-style-type: none">Minimum 8th Std passed.	
	<u>Experience:</u>	
	<ul style="list-style-type: none">Minimum Two years	
	<u>Salary:</u>	
	<ul style="list-style-type: none">Maximum Rs. 7,500/- p.m.	


PRINCIPAL