



# The West Bengal National University of Juridical Sciences

“Dr. Ambedkar Bhavan” 12, LB Block, Sector III, Salt Lake City, Kolkata – 700106  
Phone : (033) 2335 7397 / 0510 / 2811, 2569 4700 to 30 • Fax : (033) 2335 7422 / 0511  
E-mail : info@nujs.edu • Website : www.nujs.edu

Ref.No: WBNUJS/REG/Recruitment/2022-23/01

Dated, the 27<sup>th</sup> December, 2022

## CORRIGENDUM

**Subject:** RECRUITMENT FOR THE NON- TEACHING POSTS

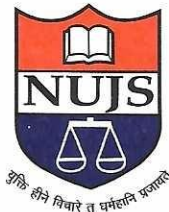
**Ref. No.:** Advt. No. 2022/02/Faculty & Admin, Dated 26-12-2022

In partial modification of Recruitment Notice dated 26.12.2022 of **Recruitment for the Non-Teaching Posts**, the following amendment may be read at Sl.No.3 of Non-Teaching Posts (Accounts Assistant) as stated below -

### Recruitment of “Accounts Assistant on Contract”

1. **Name of Post** : Accounts Assistant
2. **No. of Posts** : Two (02)
3. **Classification of Post** : Contractual; Consolidated Pay of Rs.25000/- pm.
4. **Tenure of the Appointment** : Initially for a period of 12 (Twelve) months, extendable for further period subject to satisfactory performance of the incumbent and need for services.
5. **Age** : Not exceeding 35 years as on date of closure of Application  
(Age relaxation admissible as per Govt Rules).
6. **Educational Qualification/ Experience** :  
**Essential:**
  - (i) Bachelor’s degree in Commerce with minimum 55% marks / equivalent grade from a recognized University/ Institution.
  - (ii) Working Knowledge in Accounting Software with multi-disciplinary computer application**Desirable:**
  - (i) Master’s Degree in Commerce/ Financial Management from recognized University/Institution
  - (ii) Experience in Finance and Accounts matter in Government/ Educational UniversityCandidates with good communication, fluent in English and interpersonal skills may be preferred.





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### 7. Job Profile (Indicative but not exhaustive):

Accounts Assistant shall function under the supervision and directions of the Finance Officer/ Accounts Officer and expected to have basic knowledge of tasks and responsibilities in the areas as detailed below :

- \* Maintenance of data in TSA/ Public Financial Management System (PFMS)
- \* Budgeting, management of funds, banking operations.
- \* Maintenance of books of accounts as per applicable accounting standards.
- \* Ensuring the compliance with all applicable legal matters, taxation matters (GST, Income Tax etc) including the filing of returns.
- \* Co-ordination with auditors (Statutory auditors, C&AG auditors, Internal auditors, special auditors etc.) and ensuring the timely compliance with their observations.
- \* Making payments of Salary Bill, TA Bills, LTC, Medical reimbursement etc
- \* Settlement of invoices/ bills raised by various vendors providing service & goods to the University.
- \* To take care of various statutory deductions e.g. Income Tax TDS, License Fee, Provident Fund, NPS etc. & depositing the same with concerned Government Agencies. He shall file all the statutory returns viz Income Tax Return, TDS return, GST returns, GST TDS etc.
- \* Assisting the Finance Officer/ Accounts Office in all matters of accounts, finance, legal, taxation matters etc.
- \* The Candidates should have Knowledge in the fields of handling Purchase & Procurement matters through GeM/CPP Portal, Stores/Inventory Management, Purchase/ Procurement matters etc.
- \* Any other tasks as assigned by the Higher Administrative Authorities of the University.

The rest of the content on the above reference advertisement is considered to be same.

This is issued with approval of the Competent Authority.

Thanking you,

*Smt. Sikha Sen*  
27.12.22  
(Smt. Sikha Sen)  
Registrar (Acting)

