

WALK-IN-INTERVIEW

CTTC, Bhubaneswar intends to conduct Walk-in-Interview for the position of Accounts Executive purely on contract basis with following details :

ACCOUNTS EXECUTIVE

Qualification : Essential : Bachelor Degree in commerce (B.Com) with 50% marks in aggregate.

Skill Set : Essential : Proficient in MS Office applications (Excel & Word) and Tally. Excellent written and verbal English communication.

Preferable : Shorthand/Stenography

Experience : 2 to 3 years of experience in a Book Keeping/ Accounting in a commercial organisation.

Age : Maximum 30 years as on date.

Salary : Will be commensurated with the qualification and experience.

Date of Walk-in-Interview : 04.04.2018 at 11.00am.

Reporting Time : 9am to 11am.

Other Terms & conditions :

The interested candidates may appear before the Selection Committee with all their original certificates, mark sheets, experience certificate with an attested photo copy of each of it and a recent passport size photograph along with the updated CV/Bio-data. No TA/DA would be provided for attending the interview. The candidates not fulfilling eligibility criteria wouldn't be considered for selection process.



CENTRAL TOOL ROOM & TRAINING CENTRE

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