

ADVERTISEMENT

Ref. No. : RKMLP/GC/24PGS (N&S)/5

Date : 30.04.2024

A Walk-in interview will be held on **04.05.2024** between **10.30am and 11 :30am** at the **Central Office** of the **Ramakrishna Mission Ashrama, Narendrapur, Kolkata – 700103** for the post of **Finance Officer** in our Project namely “**Support Micro / Small Entrepreneurs among particularly vulnerable communities in the Sundarbans**” sponsored by WHH, New Delhi. Interested candidate may appear with their CV, one recent colour passport size photographs and self-attested copies of all the testimonials along with originals. The incumbent must have the following criteria and experiences to appear in the interview -

Name of the Post: Finance Officer

Vacant Post: 01

Age Limit: Maximum 35 Years (Complete as on 05.05.2024)

Required Qualifications:

(Mandatory)

01. B.Com from any recognised University.

02. Tally

03. Computer Knowledge (Word, Excel, & Internet with English & Bengali typing ability is preferable).

04. Bengali and English Language – Reading, Writing.

05. Good Communication Skill and capability of work in a team.

Experience:

01. Mandatory: Minimum 2 years experience in Accounts and related works.


02. Preferable: At least 6 months of working experience in accounts related work in any branch of Ramakrishna Mission Ashrama.

Salary (INR) / Month: Rs.34,000.00

The position is purely contractual & temporary in nature and will be based purely in rural field area. The appointment will initially offer for one year and is likely to be continued based on performance evaluation and continuation of the project.

**Narendrapur
30.04.2024**




**Swami Shastrajananda
Secretary / Director**