

Ref. No.: AG/Recruitment/Jan/2022/ 500



INDIAN INSTITUTE OF CHEMICAL ENGINEERS

Dr H L Roy Building
Jadavpur University Campus
Raja S.C. Mullick Road
Kolkata 700 032

1. NAME OF POST:-

Jr. Assistant (ACCOUNTS & Admin) – 01 Post.

EDUCATIONAL QUALIFICATION: - Minimum B.Com (Hons.) and Above.

AGE LIMIT: - 40 Years as on March 31, 2022.

Desirable Experiences:-

- Around 3-4 Years in the Accounts Department of Reputed Organization(s),

Profile & Job Description:-

- Knowledge of Basic Accounts, Tally. ERP 9, BRS, Accounts Finalization and Accounts Consolidation of various Regional Centres.
- Preparing Budget and Calculation of Various Tax Liabilities.
- Knowledge Professional Tax Matters.
- Knowledge of GST, TDS and Income Tax Return (ITR-7) Filing.

2. NAME OF POST: Jr. Assistant (ADMIN) – 01 Post.

AGE LIMIT: - 40 Years as on March 31, 2022

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Ashish
18/01/2022

Honorary Secretary
Indian Institute of Chemical Engineers

EDUCATIONAL QUALIFICATION: - Graduate in any discipline: B.E/B.Tech/BA/B.Sc./B.com

Desirable Experiences:--

- Experience in conducting online courses.
- Communication with the members digitally
- Experience in organizing Seminars/workshops/Conferences.
- Good computer skill in Words, Excel, Power Point, Corel Draw, etc.
- Good communication skill in English, Bengali and Hindi.
- Website related maintenance.

Benefits:

- Salary (for both the post): 15000-18000 Per months (as per the institutes norms which includes Basic+DA+HRA+EPF)
- Gratuity, Leave encashment all others benefit will be applicable as per the institute norms
- Deserving candidate may eligible to get higher salary based on the recommendation of the selection committee.

Last Date of application: 04.02.2022 (up to 5 PM)

Interested candidates for both the posts are requested to apply online (<https://forms.gle/K9uhe6L2x1uDgoGR8>) within 15 days from date of advertisement in the newspaper.

Selected candidates will need to join immediately.

All communication to be sent to iichehq.council@gmail.com

A. Chakrabarti
18/01/2022

Monorary Secretary
Indian Institute of Chemical Engineers