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Sardar Patel Institute of Economic and Social Research, Thaltej Road, Ahmedabad 380 054 invites applications for the post of **Administrative Officer and Accountant** within Three (3) weeks. Further details are as under;

Administrative Officer (One post):

Candidate must have a Master's degree preferably in Commerce/Management. Bachelor's degree in Law would be preferred. He/she should have proficiency in spoken and written English and communications skills. Thorough knowledge in Government rules and regulations is essential. Proficiency in computer applications/email/internet usage would be considered as an added qualification. A minimum of 10 years' experience in Administration/Office Management at the Senior/Middle level in a Government/Semi-Government/ Reputed Research or Education Institute/University/College/private concern would be considered. Job profile includes preparation of quarterly/annual report of the Institute, papers of Governing Body, general correspondence, HR management etc. He/she should be capable of handling official correspondence independently. The person would be required to routinely liaison with State and Central Government (ICSSR). Age preferable between 35 and 50 years.

Accountant (One post):

Master of Commerce with Advanced Accountancy and Auditing with 7 (seven) years of experience having Computer Literacy, Knowledge of Tally ERP etc., CCC passed and fluent in English & Gujarati will be preferable. Candidates having experience in Government undertaking, public sectors, autonomous organisation and reputed academic/research Institutions will be preferred.

Incumbent should have thorough knowledge of Government rules and regulations, experience in preparation of Financial Statements, Ledger, Reconciliation Statements, Balance Sheet, Income & Expenditure accounts and work related to Income Tax. Working experience of computer based accounting software is essential. Age preferable between 35 and 50 years.

Pay and confirmation will be as per Institute's rules and subject to approval of Government of Gujarat.

Interested candidates may submit their application along with relevant documents showing proof of experience, qualification and two references, within 3 weeks from publication of this advertisement by **SPEED POST** or **REGISTERED POST** to: The Director, Sardar Patel Institute of Economic & Social Research, Thaltej Road, Ahmedabad-380 054. The Institute reserves the right to accept or reject any application without assigning any reason. Applications sent by other than Speed Post would NOT be entertained.