रेस्ट्रेंशन प्रोग्राम

रेस्ट्रेंशन में, 'रेस्ट्रेंशन प्रोग्राम' अंतर्गत लेखे संचार से संबंधित क्षेत्र में इंटरनशिप हेतु इलक्ट्रॉनिक अम्यार्थी से आवेदन दिनांक 21.01.2020 से 07.02.2020 तक की अवधि में आमंत्रित किये जाते हैं। अम्यार्थी अपने आवेदन ई-मेल secretaryrera@mp.gov.in अथवा चैनल्स डाक से/व्यक्तिगत प्राधिकरण में प्रेषित कर सकते हैं विस्तृत विवरण प्राधिकरण के website www.rera.mp.gov.in पर उपलब्ध है।

सचिव
म.प्र. भू-संपदा विनियोगक प्राधिकरण
RERA Internship Program: **Accounts Maintenance Executive**

Duration - One year

Honorarium: As per qualification & experience

Qualification/Eligibility:

Essential Requirement: Bachelor's degree in commerce/CA/CA inter/CA IPCC pass out. Tally ERP 9 certification.

Desirable: PGDCA from Government recognized institute, knowledge of MS Office, MS Word, MS Power Point, MS Excel.

Responsibilities: To provide support for accounting system of RERA, including verification of fees received for various activities of RERA, receipts and expenditure related work, calculation and deduction of various taxes at source from the bills of agencies, generation of challan for depositing taxes in Government Treasury, submission of quarterly and annual return of taxes, bank reconciliation etc. and any other work assigned by Officers from time to time.

**Note:**

* The Organization reserves the right to select candidates for internship only if they are able to convince the Organization about their sincerity in pursuing and completing it.

* Selection against internship shall not confer on the candidate any right for being made permanent/regular/contractual in future.

* Candidate must enclose self-attested copies of date of birth certificate, copies of educational qualification certificates and marksheets, experience certificate with the application form.