



म.प्र. भू-संपदा विनियामक प्राधिकरण

रेरा भवन, अरेरा हिल, मेन रोड नम्बर 1, भोपाल

पत्र क्र. 16/रेरा/2019

भोपाल, दिनांक 20.01.2020

रेरा इंटरनशिप प्रोग्राम

रेरा प्राधिकरण में, 'रेरा इंटरनशिप प्रोग्राम' अंतर्गत लेखे संधारण से संबंधित क्षेत्र में इंटरनशिप हेतु इच्छुक अभ्यर्थी से आवेदन दिनांक 21.01.2020 से 07.02.2020 तक की अवधि में आमंत्रित किये जाते हैं। अभ्यर्थी अपने आवेदन ई-मेल secretaryrera@mp.gov.in अथवा रजिस्टर्ड डाक से/व्यक्तिगत प्राधिकरण में प्रेषित कर सकते हैं विस्तृत विवरण प्राधिकरण के [website www.rera.mp.gov.in](http://www.rera.mp.gov.in) पर उपलब्ध है।

सचिव

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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 marksheet, experience certificate with the application form.