

Job description is as under -

1. Knowledge of MS-Excel, PowerPoint and MS Word etc.
2. Knowledge of Tally software.
3. Finalization of Accounts of Govt. Schemes
4. Knowledge of Internal Audit, Concurrent Audit and Statutory Audit.
5. Finalization of Accounts of the organisation.
6. Knowledge of income tax, GST and other Taxation matters.
7. Knowledge of Financial Matters including Fund flow and Cash Flow.

Students who will be selected shall work as Management Trainee for 1 year at a stipend of Rs. 50,000 pm. Based on the satisfactory performance report, they may be absorbed as AM-II in the pay scale of Rs. 35400-112400 (L-6) on the rolls of the Federation, their CTC would be Rs.9.4 LPA (approx.).

Name of the position & CTC -Students who will be selected shall work as Management Trainee for 1 year at a stipend of Rs. 50,000 pm. Based on the satisfactory performance report, they may be absorbed as AM-II in the pay scale of Rs. 35400-112400 (L-6) on the rolls of the Federation

Eligibility criteria - written test followed by GD and then Personal interview

Job location - Anywhere In India

No. of vacancies (tentative) – 04