



MAHATMA GANDHI UNIVERSITY, KERALA

No.59596/AD A7-3/2023/AD A 7

Dated: 28.07.2024

NOTIFICATION

Ref No : 59596/AD A7-3/2023/AD A7, Dated : 03.08.2023

Applications are invited for the selection of Project Assistant (Finance/Accounts) on contract at Business Innovation and Incubation Centre (BIIC) of Mahatma Gandhi University, Kottayam. The engagement will be purely on contract basis for a period of one year. The details are given below.

Vacancy	01
Category (*)	E/B/T
Nature of appointment	On contract basis - for a period of One Year
Remuneration	₹20,000 /- (Rupees Twenty Thousand Only) per month
Eligibility and Experience	B.Com with Computer Applications or M.B.A - Finance Minimum 2 years of experience in auditing, Business development, accounting and Tally with interest towards entrepreneurship promotion activities.
Age	Not more than 35 years as on 01.01.2024

(*) Abbreviation E/B/T - Ezhava/Billava/Thiyya

Interested candidates shall send the duly filled proforma attached with this notification along with the scanned copies of the original documents to prove age, caste (Non Creamy layer certificate), qualifications (Mark list and Degree Certificates) and experience certificate if any to the e-mail address, ada7@mgu.ac.in with the subject labelled as "**Application for the post of Project Assistant (Finance/Accounts) at BIIC**" **within 10 days from the date of this notification**. In the case of Degree obtained from Universities / institutions outside the state of Kerala, it shall be accompanied by equivalency/ eligibility certificate from this University. The details of the interview will be informed later (for eligible Candidates only). Late and incomplete applications (without copies of above documents) will summarily be rejected.

Dr.Jayachandran K
REGISTRAR (i/c)

MAHATMA GANDHI UNIVERSITY
PROFORMA FOR APPLICATION FOR THE POST OF
PROJECT ASSISTANT (Finance/Accounts) at BIIC

Name		
Address		
Phone Number		
Email id		
Name of the post		
Religion & Community		
Age& Date of birth		
Essential Qualification	Institution/University	Percentage of Marks
B.Com with Computer Applications / MBA- Finance		
Experience	Details if any	Period and Duration
Minimum 2 years experience in auditing,Business development, accounting and Tally with interest towards entrepreneurship promotion activities		
Any other relevant information		

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief and I possess all the original documents to prove the claims made there in.

Place:

Signature:

Date:

Name