

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)

Dept. of Science & Technology, Govt. of Odisha,
Plot No.45/48 (P), Jayadev Vihar, Unit-16,
Bhubaneswar-751023, Odisha, India.

E-mail-orsac2012@gmail.com Website- www.orsac.gov.in

RECRUITMENT NOTICE No. 01/2020

Odisha Space Applications Centre (ORSAC), an Autonomous Scientific Organisation wants to recruit dynamic professional for the following post.

Name of the Post	Pay Scale	No. of Vacancies & Category
Accounts Officer	Rs.15600-29100, Grade Pay-Rs.5400/- , Level-12 as per ORP Rule-2017 with Usual DA and other allowance revised from time to time.	1 Post (Open)

The detailed advertisement containing qualification/ experience/ Pay Scale/ Age Limit & prescribed format of application etc. is available on Notice board at Odisha Space Applications Centre and ORSAC Website www.orsac.gov.in and Government of Odisha Portal. The last date for receipt of application is 17.02.2020.

ORSAC
17.01.2020

Chief Executive

There is an immediate need of recruiting an Accounts Officer through direct recruitment, to do the following work of ORSAC, following due procedure and transparency.

JOB CHART

Accounts Officer is responsible,

- 1) For maintenance of accounts of the Centre
- 2) Finalisation of Accounts
- 3) Preparation of Financial reports
- 4) Income Tax and GST tax filing and refund thereof
- 5) Management of audit and compliances
- 6) Preparation of Utilisation Certificates
- 7) Procurement and Payment procedures to adopt as per Government of Odisha rules and regulations.

Minimum Qualification:

1st Class career in 10th and +2 .

B.Com. having 65 % mark with Accountancy Honours.

And

Should have completed minimum Inter of Chartered Accountancy or ICWA (Institute of Cost and Works Accountants).

And

Should have working experience in an Organised Sector minimum for 3 years.

Pay Scale :

Junior Class-I equivalent to (Odisha Finance Service)

Pay Scale Rs.15,600-29,100, Grade Pay – Rs.5400/-, Level-12 as per Odisha Revised Pay Rule-2017 with usual DA and other allowance revised from time to time.

Other perks as per ORSAC Rules

Age Limit : Maximum upto 35 years

Method of Recruitment:

Direct Recruitment through Competitive Written and Viva Examination among the eligible candidates on scrutiny

Last date for filing application:- **17.02.2020**

Application are to be addressed to the Chief Executive, Odisha Space Applications Centre (ORSAC), Plot No.45/48, Near Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar-751023.

In case of any doubt in this matter please contact AAO at ORSAC Landline 0674-2303625 during office hours.

CHIEF EXECUTIVE

APPLICATION FORMAT

1. Name of the Applicant :
2. Father;s Name :
3. Correspondence Address :
4. Age as on 01.01.2020 :
5. Category : Male / Female:
6. Nationality :
- 7.a) Educational Qualification :

Sl. No.	Educational qualification	Name of the Institution	Marks Secured	% of Marks	Division/ Rank	Remarks
1	10 th					
2	+2					
3	+3 Commerce					
4	CA (Inter)					
5	ICWA					

- b) Working Experience in organised sector for minimum 3 yrs :
(copy attached)

DECLARATION

I do hereby declared that all the information given by me are true and correct to the best of my knowledge and belief, if it is proved to be false or untrue in future I will be debarred from the selection process and will be liable for punishment deemed to proper.

Signature of the Applicant