**ON CONTRACTUAL BASIS:**

2) **Senior Account Executive:-** The appointment to the position will be on contract basis for a period six month which may be renewed subject to evaluation of performance.

1. **Essential Criteria:-**

* Candidate must be Post Graduate Degree (Master of Commerce) from recognized Institute/ University.

1. **Experience**: - Ten year post qualification work experience connected with Finance/ Account/ Audit.

Desirable:

Preference will be given to candidates, having work experience in Public Sector Unit/ Government Department/ Any Government Sector.

1. **Job Profile:-**

* Preparation of Balance Sheet and Finalization of Accounts.
* Good working knowledge of MS Office & Tally ERP.
* Candidate should be able to assist management in preparation of statutory returns.
* Candidate has to communicate with Department to recover balanced payments.

**Note:**The number of post may increase or decrease. Mere advertisement of a post does not mean that appointment is mandatory. ICSIL reserve its right to cancel/ withdraw recruitment to any of the advertised post.