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SHERIG PARKHANG TRUST

(Registered Under Certificate Section 60 Regd. No 1017 in Book no. IV Vol. No. 4.042
at office of the Sub. Registrar VIII, New Delhi)

Ref. No.: F-30/N/23/ST-7769

Date: 25.01.2023

SHERIG PARKHANG TRUST ANNOUNCES JOB VACANCY FOR THE POST OF BRANCH ACCOUNTANT AT ITS NEPAL BRANCH

Post	Job Description	Qualification & Requirement
Branch Accountant (1 Post)	<ul style="list-style-type: none">• Required to do day-to-day vouchers entries on Tally.• Generating Bill of supply.• Submitting monthly accounting report to Head office.• Annually stock physical verifications, reconciliations, final account preparation at the end of the year, etc.	<ul style="list-style-type: none">• Minimum Bachelor's degree (B. Com)• Should have basic knowledge about MS Office.• Valid Residential Document issued by Nepal Govt.• Updated Green Book up to 31.03.2022• Age between 18-40 Years as on 27.02.2023• Valid Medical Fitness Certificate with PP• NOC from Current Employer (If Employed)• Character Certificate from respective CTA Settlement Officer stating no adverse remarks against the applicant.

APPLICATION & SELECTION PROCEDURE:

1. Application with copies of above documents should be submitted by email before deadline. The last date for submission of application is **27th February, 2023**.
2. Applicants should mention clearly their active mobile phone number, email ID and place of residence in their application.
3. Shortlisted candidate will be invited to appear for written test in Tibetan, English, Accounting, basic computer knowledge, followed by Interview.
4. Probation period will be 6 months. After 6 months, he/she may be regularized on the basis of his/her conduct, competency, etc.

COMPENSATION: Gross monthly salary of **INR 25,584/-**, Accommodation and other benefits as per SPT staff service norm.

In the event of any discrepancy in the English and Tibetan version of announcement, the Tibetan version would be considered final.

Application should be addressed to:

THE DIRECTOR

Sherig Parkhang Trust

R-27 & 28, Ramesh Park, Laxmi Nagar, Delhi - 110092

Tel: +91-11-22455634, Mobile/WhatsApp: +91-7701996481

E-mail- shepardelhi@gmail.com

Director

Sheng Parkhang Trust