



THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (IETE)

REQUIRES FOLLOWING PROFESSIONAL AT ITS HQ IN DELHI ON CONSULTANT BASIS

Assistant Secretary (Finance)

Consolidated Salary Rs 40,000/- pm.

Essential Qualifications : M Com with 7 years experience in accounting/CA with 4 years experience. Member of IFCA/Company Secretary is desirable.

Age : 35 years and above.

Job Description : Keep account of Receipts/payments and maintenance of cash book of IETE, Preparation & finalization of annual budget estimates/revised estimates. Assignments related to pay fixation etc. Management & safe custody of investments and documents related to the properties acquired by the Institution. Allocation/disbursement of funds to Centres for purchase of land/building/Lab for the Centres. Preparation and finalization of CPF/Gratuity accounts. Consolidation and finalization of the audited statement of accounts of both HQ and the Centres as a whole.

The application should be addressed to Secretary General, IETE, 2, Institutional Area, Lodi Road, New Delhi - 110 003 and sent by post/email only. The application should reach IETE HQ latest by 20 August 2018. For any queries, please contact on Ph. No 43538822/23. E-Mail id is sec.gen@iete.org