



Gujarat Energy Research & Management Institute (GERMI)

GERMI would like to recruit personnel (contractual temporary appointment) for the Renewable Energy, Environment and Energy Efficiency Research Wing as per the below details. **DATE : 03/08/2017**

Sr. No	Services Required	Qualification	Experience	Knowledge	Maximum Consolidated Salary (CTC) Amt.(Rs.)	Maximum Age	Job profile	Projects on Hand
1	Accounts and Finance Assistant	Post Graduation in Commerce (M.Com) or Masters in Business Administration with Finance (MBA - Finance)	5 years Experience in accounts management, Budgeting, Budget Forecast.	Must have knowledge of accounts and Finance related activities Working of accountancy related software is must	30,000/- to 35,000/- per month	35 years	Keep record of project wise accounts Plan and Forecast budget Track project wise budget expenditure Raising Invoices & Follow up	Ongoing and upcoming projects

NOTE :

1. For all above category, Computer Operations and knowledge of MS-Office and English typing is must.
2. The eligible applicant may send the complete application as per prescribed Proforma A (non scientific) in the link given below which includes the following list of documents (in the order mentioned):
 - i. Curriculum vitae as per Proforma-A (Non Scientific) (<http://www.germi.org/downloads/Proforma-B-CV.pdf>)
 - ii. Photocopy of the educational certificates and relevant documents
3. No other application will be consider except in the prescribed proforma.
4. Application send by Job Portal will not be considered in any case.
5. Mention clearly in your application the position applied for, as per eligibility. Duly filled application Proforma A (Non Scientific) with all documents should be sent to recruitment@germi.res.in on or before 6:00 pm (IST), 19th Aug, 2017 addressed to Secretary & Trustee, GERMI. No hard copy is to be submitted. All original documents should be carried by the selected candidates at the time of interview.