

Engagement of Contractual Manpower in PMML

Applications are invited from eligible candidates for the post of Accounts Assistant purely on temporary and contract basis on consolidated remuneration initially for a period of Six Month and may be considered for extension based on performance and requirement.

Eligible candidates can apply by submitting offline application along with the required documents as per details specified in the terms and conditions published along with detailed advertisement and should reach to the "The Director, Prime Ministers Museum and Library, Teen Murti House, New Delhi- 110011" on or before 30th October, 2023. Applications received after the due date in PMML shall be summarily rejected. For detailed advt. with eligibility criteria, remuneration, age and application proforma login to PMML website. i.e <http://pmml.nic.in>

Terms & Conditions:

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Incumbent will be hired purely on a contract basis initially for a period of six months which may be further extended based on performance /requirement. No. of the post advertised may vary depending upon the requirement. PMML reserves the right to terminate the contract at any time without assigning any reason thereof.

2. Applicants are required to come with original documents along with a set of self-attested copies of documents and submit the hardcopy of the duly filled application form, directly on the date of interview.
 1. Marksheet of Class X.
 2. Marksheet of Class XII.
 3. Qualification Degree/Certificate & Final consolidated Mark sheet clearly mentioning aggregate percentage or CGPA as per requirement for the post applied. If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.
 4. Self-attested experience certificates (including the Experience letter from the current place of working), if any.
 5. Aadhar and PAN Card
 6. Resume of the candidate.

The cut-off date for calculating age shall be 20th October, 2023.

3. Duly filled offline application, self-attested supporting documents should be submitted on or before 30/10/2023 to the address given below:

**The Director,
Prime Ministers Museum and Library,
Teen Murti House, New Delhi- 110011.**

4. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
5. Name of the Applicant in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his/her name subsequent to X, the evidence to that effect should be furnished at the time of the interview.
6. Canvassing/trying to influence PMML employees to secure the job in any manner shall disqualify the candidate.

7. PMML reserves the right not to fill any vacancy advertised.
8. PMML has the right to PMML accept or reject the application without assigning any reason thereof.
9. Applicants are advised to visit the website of PMML for any updates. No common communication shall be made in another form separately.
10. Only the completed applications by the last date of receipt of application shall be considered for screening and Selection of candidate for appointment to the above-mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.
11. The offer of appointment for the selected candidate will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
12. Candidates will not be entitled to claim any TA/DA for appearing in Interview.
13. In the case of any legal dispute, the jurisdiction shall be Delhi.

Selection Procedure

1. Candidates will be selected on the basis of their performance in interview.
2. Interview shall be conducted Offline at the address mentioned above. Candidates are advised to check the website regularly for any information.
3. If there is more no. of applications, PMML may conduct a written exam or set minimum criteriato shortlist the applications.
4. The qualification of candidates must be from a recognised University/Institution.

DETAILED ADVERTISEMENT

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|------------------|--|
| Name of Post | Accounts Assistant |
| No. of Post | 2 (Two) |
| Age | 22-40 |
| Qualification | <ol style="list-style-type: none"> 1. Graduations from the recognized University. 2. Full working Knowledge of MS Office, Tally ERP. 3. Candidate must have knowledge of All accounting work like balance sheet finalization, TDS, and Income Tax. 4. Must be expertise in taking care of the Accounting and Financial aspect of the organization. 5. Able to work in a fast-paced environment. |
| Work Profile | <p>The incumbent would be reporting to Finance and Audit officer. Responsible for all accounts duties pertaining to finalization, maintenance of accounts, annual budget and annual account reports, as per govt. guidelines etc and all ancillary activities like: -</p> <ol style="list-style-type: none"> 1. Preparation and Consolidation of all Financial Statements. 2. Update accounts receivable accounts payable and perform reconciliations. 3. Assist in the processing of balance sheets, income statements and other financial statements according to company accounting and financial guidelines. 4. Review of expenses, payroll records etc. 5. Vendor Payments 6. Verification and Monitoring of Monthly TDS remittance and Challans 7. Responsible for payment and management of all taxation such as TDS, Service Tax, PF, Professional Tax, ESI, Sales Tax etc. |
| Remuneration: | Rs. 32,000/- per month* |
| Contract Period: | Initially for a period of six months. Extendable based on performance /requirement. |
| Employment Type | Full Time on a contract basis |

*The Remuneration mentioned above is consolidated salary. The selected candidate will not be paid any other financial benefits like Medical, HRA, Transport etc. except the consolidated salary.

**APPLICATION FORM FOR THE POST OF ACCOUNT ASSISTANT,
Prime Ministers Museum and Library
Teen Murti House, New Delhi- 110011
Providing All Information is Compulsory**

| Name (BLOCK LETTER) | | | | | | | |
|---|------------------------|-------------------|------------------|-----------------|---------------------------|-----------------|---------|
| Date of Birth DD/MM/YYYY | | | | | | | |
| Age as on last date of submission of application | | | | | | | |
| Place of Birth | | | | | | | |
| Father's/Mother's or Spouse's name | | | | | | | |
| Permanent Address in full | | | | | | | |
| Present Address in full (correspondence) | | | | | | | |
| Mobile No. | | | | | | | |
| Alternate Mobile No. | | | | | | | |
| Email ID | | | | | | | |
| Confirmed Email ID | | | | | | | |
| Educational Qualifications in Chronological order (please attach copies of self-attested certificates Mark sheet etc.) | | | | | | | |
| Sl. No. | Exam Passed | University /Board | Date of entering | Date of leaving | Examination Passed (year) | Division /Grade | Subject |
| 1. | 10 th Class | | | | | | |
| 2. | 12 th Class | | | | | | |

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|----|--|--|--|--|--|--|--|
| 3. | | | | | | | |
|----|--|--|--|--|--|--|--|

Professional Qualification in Chronological order (please attach copies of self attested certificates Mark sheet etc.)

| Sl. No. | Exam Passed | University /Board | Date of entering | Date of leaving | Examination Passed (year) | Division /Grade | Subject |
|---------|-------------|-------------------|------------------|-----------------|---------------------------|-----------------|---------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

Details of Employment in Chronological order (Enclose experience certificates)

| Sl. No. | Name of Office / Organization | Post held | From | To | Per Month Remuneration | Nature of Duties |
|---------|-------------------------------|-----------|------|----|------------------------|------------------|
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Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)

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(Signature of the Candidate)

Place

Date