



# NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY

(Deemed to be University under Ministry of Culture, Govt. of India)

**Campus:** A-19, Institutional Area, Sector - 62, NOIDA, Uttar Pradesh – 201309

**Registered office:** First Floor, National Museum, Janpath, New Delhi – 110011

**Telephone:** 0120-2975619, 2975625, 2975623 **Website:** www.nmi.gov.in

Date: 19.04.2022

## VACANCY NOTICE

### ENGAGEMENT OF ONE ACCOUNTS ASSISTANT ON CONTRACT BASIS

National Museum Institute is an autonomous body fully funded by the Ministry of Culture, Government of India. The Institute proposes to engage an Accounts Assistant purely on contract basis initially for a period of one year, extendable to another period as per the Institute's requirement on a consolidated remuneration of Rs.32,000/- per month subject to the qualifications and experience in Accounting field with satisfactory performance.

The brief details are as under:

1. Name of the post : Accounts Assistant
2. Number of Post : One
3. Remuneration : Rs.32,000/- per month (Consolidated)
4. Method of Recruitment: Contractual
5. Age Limit : 35 Years

#### Essential Qualification & Experience:

- B. Com from a recognized university
- The candidate should possess an experience of 3-4 years of handling accounts work in Academic Institutions/Universities, Government/Semi-Government/Autonomous bodies/public sector undertakings/private organisations of repute.
- Sound knowledge of working on computer, bank reconciliations, Tally software etc.

#### Job Description:

- Passing accounting entries in Tally software & Reconciliation of all Bank Accounts
- Maintaining voucher files & liaisoning with bank for executing NEFTs / RTGS etc
- Basic correspondence with Bank for routine activities etc
- Maintaining cheque book register, Pay bill and other office records
- Issuing pay slips to staff, Form 16 to various parties
- Any other work entrusted from time to time

Interested candidates may submit their application in Application form along with photocopies of proofs of educational & technical qualifications, age, experience and other credentials by post / by hand addressed to the **Registrar, National Museum Institute, A-19, Sector -62, NOIDA, UP – 201309** latest by **28<sup>th</sup> April, 2022**. The Institute will **NOT** be responsible under any circumstances for any sort of postal delivery / delay. To relax any of the above conditions and acceptance or rejection of application of the candidates will be at the sole discretion of the Competent Authority of National Museum Institute. Applications received after the due date will not be considered. Only shortlisted candidate will be invited for the interview.

**(DR SAVITA KUMARI)**  
**REGISTRAR**



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**APPLICATION FOR THE POST OF ACCOUNTS ASSISTANT**

1. Name of Applicant	:	_____	Paste a duly self-attested passport size photograph here
2. Date of birth	:	_____	
3. Father's Name	:	_____	
4. Category	:	GEN/SC/ST/OBC/PWD.	
5. Address	:	_____	
(a) Correspondence/Mailing	:	_____	
(b) Permanent	:	_____	
6. Mobile/telephone number	:	_____	
7. Email Address	:	_____	
8. Educational qualifications	:	_____ _____ _____	
9. Working Experience in Relevant Field ( <i>attach bio-data</i> ):			
Experience in Accounting field with respect to data entry, Tally software, Bank Reconciliations etc. (Years & Months):		_____	
Other Relevant Experience, if any:		_____	
10. Any other information	:	_____	

**Undertaking**

*"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Museum Institute".*

Place: .....  
Date : .....

Signature.....