



GIDC Degree Engineering College

(Managed by GIDC Education Society)

Abrama, Ta: Jalalpore, Dist: Navsari – 396406

Website: www.gdec.in

Applications are invited for following post from the Academic Year 2018-19. Interested candidates should **Apply through either by Speed Post or Registered Post only to the Principal, GIDC Degree Engineering College, Abrama, Jalalpore, Dist: Navsari.** The applications should reach **on or before 28/02/2018** along with the C.V, copy of all testimonials and work experience certificate. Rules and regulations are as per Govt of Gujarat, GIDC Education Society and GTU.

Post	No of Post	Qualification with experience
Accounts officer	1	Masters degree(M.Com) from recognized University , and also 10 years of experience in respective field of accounts and auditing . Should have knowledge of Tally, Taxation, Banking Transactions, etc.
Office Superintendent (Administration)	1	Bachelor Degree (B.com)/ Bachelor Degree in Business Management (B.B.A) from recognized University and also 8 years working experience as Sr. Clerk in respective field of Administration, Accounts, Finance. Candidate should have the knowledge of AICTE, ACPC, GTU, FRC, Government Scholarship work etc. He/she should possess an aptitude for drafting / noting in English and Gujarati including office procedure in a computerized environment and expected to handle one or more functions related to Educational Administration ,General administration, House Keeping, Security, Establishment , HR, Purchase, Accounts & Finance, Public relations etc. Age below 35 years (As on 31/01/2018).

No applications will be considered after the last date. Canvassing in any form will disqualify the candidate.

Place: Abrama, Navsari

Member Secretary
GIDC Education Society
Gandhinagar