



TAMIL NADU Dr.J.JAYALALITHAA FISHERIES UNIVERSITY

Vettar River View Campus, Nagapattinam-611 002

NOTIFICATION

Junior Assistant on Contractual basis

Circular No. F2/TNJFU/Contractual Staff/2024 dated 07.11.2024

Applications are invited from the eligible candidates with working experience in Chartered Accountant Auditors (or) worked in Tax Paying firms / experience in filing of IT and GST work for the following post in the Office of the Finance Officer, Tamil Nadu Dr.J.Jayalalithaa Fisheries University, Nagapattinam.

S. No.	Name of the Post	Job Requirement	Qualification	Experience
1.	Junior Assistant (Contractual)	(i) To make tally entries of transactions of Colleges and University; (ii) Creation of branch and division in Tally; (iii) Preparation of Final Account	Any Degree. Preference will be given with Commerce back ground and having additional qualification in typing and office automation.	Minimum of 2 years experience with Chartered Accountant Auditors (or) worked in Tax Paying Firms
2.	Junior Assistant (Contractual)	(i) Known to make entries in the IT portal and GST Portal (ii) Known to file monthly and quarterly returns filing;		Minimum of 2 years experience in filing of IT and GST work

Interested and eligible candidates may send their resume with the copies of relevant documents to the **Finance Officer, Tamil Nadu Dr.J.Jayalalithaa Fisheries University, Vettar River View Campus, Nagapattinam-611 002** by post to reach the Finance Officer, Tamil Nadu Dr.J.Jayalalithaa Fisheries University, Vettar River View Campus, Nagapattinam - 611 002 on or before 05.00 pm on 18.11.2024. The consolidated pay will be fixed as per the norms. The candidates should specify in their application form "Application for the post of **"Junior Assistant on Contractual basis"**

Dated: 07.11.2024
Nagapattinam

FINANCE OFFICER i/c
TNJFU, Nagapattinam