

WAPCOS LIMITED

14.09.2021

Subject : Recruitment of Junior Assistant (Finance)

Terms & Conditions governing the engagement of Junior Assistant (Finance) :

WAPCOS Limited an 'ISO 9001:2015' "Mini Ratna-I" Organization intends to engage Junior Assistant (Finance) . The requisite qualification and experience prescribed are as under:

S. No	Proposed Position	Minimum Qualification	Desirable Experience	Age Limit as on 05.10.2021	Pay scale
1	Junior Assistant (Finance)	• B.Com (Regular basis) from a recognized university of India	Experience of IND AS/ Balance sheet preparation /Accounts/ GST/ Income Tax	• Min. 21 Yrs. • Max.25 Yrs.	Rs. 19,000-66,000 (IDA)

1. Those who are working in Govt. Departments/PSU/Autonomous bodies are required to apply through proper channel or produce No Objection Certificate at the time of Skill Test.
2. The posts are purely temporary.
3. Personal & / or Written skill test will be conducted to shortlist the candidates.
4. Nature of appointment of the shortlisted candidates will be decided on the basis of suitability, nature of experience, performance of the individual during the interview etc.
5. Age and experience shall be counted as on dt.05.10.2021.
6. Applications are to be submitted in the WAPCOS format only & application submitted in other formats will be rejected.
7. Applicants should enclose self-certified copies of their educational qualifications and experience certificates without which the applications will be rejected.
8. Management reserves the right to fix the criteria to restrict the number of candidates to be called for skill test.
9. The candidates are liable to be posted anywhere in India or abroad as per exigencies of works of the company.
10. The interested applicants are required to send their applications at the address mentioned below. A copy of the application may also be sent through e mail at : [ala@wapcos.co.in](mailto:ala@wapcos.co.in). Company will not be responsible for any application received as junk/spam mail during the specified time.
11. The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for Skill Test for further

engagement.

Interested candidates fulfilling the eligibility conditions may send their CVs in the prescribed proforma in an envelope superscribing the name of post applied for to:

**Atul Mendiratta  
(Chief Manager  
(Finance)  
WAPCOS  
Limited  
Plot No. 76-C, Institutional Area,  
Sector-18, Gurugram, Haryana-  
122015**

- For details and proforma visit our website [www.wapcos.co.in](http://www.wapcos.co.in)  
/www.wapcos.co.in and for clarification call 0124-2399445.