

ANNEXURE B: Deployment Requisition Template

	Job Role/Designation	Accounts cum Office Assistant
	Number of Candidates Required	2
	Minimum Qualification	12 th
	Minimum Experience (if any)	NA
	Monthly Remuneration	18500
	Deployment Location	Hisar (Haryana)
	Duration of Contract	15-05-2026 To 31-03-2027
	Terms and Conditions of Deployment	<p>Job Description – Accounts & Office Assistant</p> <p>The Accounts & Office Assistant will be responsible for handling daily accounting work, office administration, and documentation activities of the organization. The candidate will maintain cash book, ledger entries, vouchers, invoices, receipts, and payment records while supporting accounts payable & receivable processes. The role also includes assisting in GST/TDS documentation, petty cash management, preparation of financial reports, and coordination with auditors when required.</p> <p>The candidate will also manage office filing, document handling, emails, phone calls, scanning, photocopying, and preparation of official reports and letters. Responsibilities include maintaining office supplies, supporting day-to-day office operations, and coordinating with staff and visitors.</p> <p>Applicants should possess knowledge of Tally, MS Excel, basic accounting, and computer operations along with good communication, multitasking, and organizational skills.</p> <p>Candidates having B.Com qualification and prior experience in accounting work will be given preference.</p>