



**APPLICATIONS ARE INVITED FOR THE POST OF NPF ACCOUNTS
CLERK ON AD-HOC BASIS FOR SERVICE INSTITUTE & OFFICERS
MESS AT AIR FORCE STATION THANJAVUR**

No. of vacancy:02 (Two) Age limit: less than 35 years

Qualification:

1. Graduation in commerce. Must have good knowledge of accounting procedure.
2. Proficiency and knowledge of MS Word and & MS Excel is essential
3. Proficiency in working on Tally
4. Proficiency in writing in English and fluency in verbal communication English/ Hindi.

Probation period:- 1 year

Pay and Allowances:

The pay and allowance applicable to NPF employee at entry level will be at the rate of minimum wages as applicable to the specific type of task as semiskilled. The payment and wages will revised two times in a year as post approval from Government of India.

Selection:- Based on Proficiency and Merit

Exam Schedule: The exam will be conducted on 27th March 23 in two phases

Phases of Exam	Marks	Duration
Written Test	100	01hour
VIVA	50	3 Min

Broad syllabus: Accounting, Double entry system, Book Keeping and Maintenance of Book of accounts & Inventory management

Applicants are required to send the resume along with the recent passport size photograph, contact number and photo copies of certificates on or before 23 Mar 23 to the following address duly superscribing that "Application for the post of NPF Accounts clerk on Ad-Hoc basis for Service Institute and Officers Mess"

**Chief Administrator officer,
Air force station Thanjavur, Pudukkottai road, Thanjavur-613005**

Note: This is not a Government appointment and the applicant will have no claim in future for any Government appointment in Air force