



பாரதிதாசன் பல்கலைக்கழகம்

**Bharathidasan University**

Tiruchirappalli-620 024, Tamil Nadu, India

Accredited with A+ Grade by NAAC in the Third Cycle

## **Advertisement: (RUSA 2.0 - Social Sciences)** **Recruitment for the post of Project Assistant (Accounts)**

Applications are invited from the eligible candidates for the temporary position of **Project Assistant (Accounts)** to work in the **Rashtriya Uchchatar Shiksha Abhiyan (RUSA 2.0)** sponsored thematic research project **“Component 10 : Research, Innovation and Quality Improvement” - Social Sciences** in the RUSA Secretariat, Bharathidasan University, Tiruchirappalli -620 024.

|                         |   |   |
|-------------------------|---|---|
| <b>Name of the Post</b> | : | Project Assistant (Accounts) - 1 No.  |
| <b>Duration</b>         | : | <b>6 months</b><br>The position is purely temporary. The position is co-terminus with the project.  |
| <b>Qualifications</b>   | : | <ul style="list-style-type: none"><li>• P.G. degree in Commerce/Management with first class (minimum of 60 % marks) / CGPA 6.1 and above</li><li>• Minimum 2 years' experience in accounts &amp; digitalization of files</li></ul>  |
| <b>Preferred</b>        | : | <ul style="list-style-type: none"><li>• Good communication skills, and Typing higher (both English &amp; Tamil)</li><li>• Good knowledge in DTP works with knowledge on bookkeeping and Accountancy.</li><li>• Competent in file work, maintenance, write note order etc.</li></ul> |
| <b>Age Limit</b>        | : | Upper age limit 28 years (Relaxation in age: 5 years for SC/ ST)  |
| <b>Fellowship</b>       | : | Rs. 14,000/-pm (consolidated)   |
| <b>Last date</b>        | : | <b>16.09.2022</b>   |

Highly qualified and interested candidates are invited to submit an application in the prescribed format with copies of all mark statements & academic credentials in a sealed envelope to the address given below (the soft copy of the application should be e-mailed to. [rusabduss.office@bdu.ac.in](mailto:rusabduss.office@bdu.ac.in))

1. Only shortlisted candidates will be called for an interview.
2. The appointment is purely temporary and will terminate automatically without any notice or compensation on the termination of the research project.
3. The appointed person shall have no claim of appointment/absorption in the Funding Agency.
4. No TA/DA will be admissible for appearing in the interview.

**Date: 02.09.2022**

**Prof. N. Manimekalai**  
**RUSA SS Project Coordinator**  
**Director and Head**  
**Department of Women's Studies**  
**Bharathidasan University**  
**Khajamalai Campus**  
**Tiruchirappalli – 620 023**



**BHARATHIDASAN UNIVERSITY**  
**TIRUCHIRAPPALLI - 24**

**Rashtriya Uchchatar Shiksha Abhiyan**  
**RUSA - 2.0**

**APPLICATION FORM FOR THE POST OF PROJECT ASSISTANT (Accounts)**  
**(RUSA 2.0 : Social Sciences )**

(To be filled by office)

|                    |  |                                    |  |
|--------------------|--|------------------------------------|--|
| Application number |  | Date of Receipt of the application |  |
|--------------------|--|------------------------------------|--|

**1. Personal Details:**

|   |  |                         |  |  |
|---|--|-------------------------|--|--|
| Full Name (In Capital)  |  |                         |  | Affix Recent<br>Passport Size<br>Photo |
| Date of Birth<br>(DD/MM/YY)   |  | Gender<br>(Male/Female) |  |  |
| Marital Status<br>(Married/Unmarried)   |  | Nationality             |  |  |
| Category (Gen/BC/MBC/SC/ST) (Attach the copy of certificate)                  |  |                         |  |  |
| Address for Communication   |  | Permanent Address       |  |  |
| Mobile no.  |  | E-mail                  |  |  |
| Name of the post applied for (Separate application for each post is required) |  |                         |  |  |

**2. Education Background (From Matriculation Onward; Attach the Xerox copies of the qualifying degree certificates and mark sheets)**

| S. No. | Degree | Board / University | Regular/ Part time | Year | Division | % Marks /CGPA |
|--------|--------|--------------------|--------------------|------|----------|---------------|
|        |        |                    |                    |      |          |               |
|        |        |                    |                    |      |          |               |
|        |        |                    |                    |      |          |               |
|        |        |                    |                    |      |          |               |

### 3. Qualifying Examination (Typing, etc.)

| S. No. | Qualifying Examination | Language/others | Year | Marks/Grade | Any other information |
|--------|------------------------|-----------------|------|-------------|-----------------------|
|        |                        |                 |      |             |                       |
|        |                        |                 |      |             |                       |

### 4. Professional Experience (Attach the Xerox Copies of experience certificates)

| S. No. | Designation | Name of Organization | Period |    | Nature of Work |
|--------|-------------|----------------------|--------|----|----------------|
|        |             |                      | From   | To |                |
|        |             |                      |        |    |                |
|        |             |                      |        |    |                |

Awards, Prizes, etc., (if any) :

Any other relevant information which is not covered above:

### DECLARATION

I \_\_\_\_\_, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, Bharathidasan University, Tiruchirappalli, shall cancel my application/selection. I am aware that this application is only for a temporary position.

**Place:**

**Date:**

**Signature of the applicant**