

**State Examination Board**  
sector-21, opp- government library,gandhinagar.

Eligibility Criteria,job Profile and other details

Name of post : Tally operator cum Data Operator  
No.of the posts : 01  
Location : gandhinagar

**Eligibility Criteria**

Education Qualification : M.com/b.com from recognized university with 1 year of work experience in account keeping with the knowledge of tally software.preference will be given to those having certificate of computer course or diploma in computer course from recognized institute.

Age : Not exceeding 30 years.

Desired skill Power : Proficiency in Tally and Ms Office (Word, Excel and Point),English and Gujarati Typing (Shruti font)

Language Skills : Good Knowledge and proficiency in Gujarati typing language is essential.

Remuneration : Consolidated monthly remuneration of Rs.10,000/-

Duration of the assignment : The Account Assistant will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance.

**Duties and Responsibilities :**

Account Assistant under the guidance of Account officer of seb & seniors officers and he will be responsible for :

- To maintain all documents for the transaction incurred by the seb in tally software and to maintain record/backup data for permant use.
- To keep records of all transection, and are usally responsible for the preparation of accounts payable petty cash and payroll calculation.
- Able to process cheques, maintain filing and invoice monitoring ststems and audit petty
- All the data entry given to him/her in gujarati & English Typing.
- Proficient in tally entry work.
- Collection of data from various sections.

## APPLICATION FORM

**Important Note:** Candidates must fill-up all information as asked in the application. Failure to provide complete information or incomplete application form may lead to rejection of the application. The Candidate MUST fill the entire application in his/her own hand writing.

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Colour  
Passport size  
Photograph

1. Name of the Applicant: \_\_\_\_\_  
(Surname) (First Name) (Middle Name)

2. Sex: MALE / FEMALE

3. Present Address (with current mobile no, Residence number and Pin code) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Email Address:

\_\_\_\_\_

5. Date of Birth (dd/mm/yyyy) format: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

6. Mother Tongue:

\_\_\_\_\_

7. Educational Qualification:

Qualification	Degree	Name of University\ Board ( with Complete Address)	Year's of passing	Marks Obtained	Percentage
1. HSC				/	
2. Graduation (*)				/	
3. post Graduation or				/	
4. Others, if any				/	

8. Languages Known (Tick Mark)

Sr No	Language	Speak	Read	Write
1				
2				
3				

9. Work Experience Record (Please start with Present / Last Organization)

Duration	Total Exp. In Months	Name & Address of Organization (with its Contact Number)	Reporting to (with Name & Designation)	Contact No of your Reporting Superior	Designation	Salary

**\*NOTE:**

1. Please attach the L.C., Mark sheets and Experience Certificates of all your previous jobs (only attested Photo Copies).
2. Original Mark Sheets and Last pay slip will have to be produced at the time of interview.
3. Attached: (1) Election Voter ID Card (2) Driving License and (3) Bank Pass Book

**DECLARATION**

I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any material misrepresentation or omission made hereon or any other document requested by office, renders me liable to termination or dismissal. I have attached certified TRUE copy of my latest (1) Election Voter ID card (2) Driving License and (3) Bank Pass Book (for direct Salary transfer by ECS) as ID proof and proof of address.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate

Name of the Candidate :  
\_\_\_\_\_