In IFFDC, we are constantly looking for enthusiastic, motivated and with rural back-ground people.

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Date Posted 25 th March, 2015 Location Anywhere in India Qualification & Must be B.Com from the recognized University with minimum 55% marks with 1 – 2 years' experience in relevant field. Job Description 1. Handle and assist in all accounting activities like preparation of payment vouchers / journal vouchers / bank reconciliation etc. 2. Assist with monthly closing and preparation of monthly financial statements & reports. 3. Compliance with statutory deductions and filing of returns. 4. Assist in budgets and forecasts. 5. Assist with preparation and coordination of the audit process. 6. Assist with implementing and maintaining internal financial controls and procedures. Mode of On Annual Contract basis (may be extended as per requirement and performance the candidate).	Reference	IFFDC/HR/2014-15/02
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No. of Vacancies 2 (Two)	No. of Vacancies	2 (Two)
How to Apply Send your application with Bio-data to "Sr. HR Officer" on the email address:	How to Apply	Send your application with Bio-data to "Sr. HR Officer" on the email address:
iffdcho@iffdc.org.in, hr.ho.iffdc@gmail.com		iffdcho@iffdc.org.in, hr.ho.iffdc@gmail.com