

CENTRE FOR SOCIAL STUDIES, SURAT

The Centre for Social Studies, Surat funded by the Indian Council of Social Science Research and Higher Education Department, Government of Gujarat, looking for suitable person for the post of **Jr. Account Clerk**. The posts will be filled purely on contract basis with consolidated salaries. For Jr. Account Clerk Position, Women candidates are also encouraged to apply. Retired persons can also apply. Interested candidates may send their applications in the prescribed format uploaded on the website on or before 25th December, 2025 through speed post/ registered post or via e-mail: info@css.ac.in to: Director, Centre for Social Studies, Near Veer Narmad South Gujarat University, Udhna-Magdalla Road, Surat - 395 007.

CENTRE FOR SOCIAL STUDIES (CSS)

Near Veer Narmad South Gujarat University,
Udhana-Magdalla Road, Surat – 395 007, Gujarat, INDIA.

FORMAT OF APPLICATION

Affix passport
size color
photograph

1. Post for which applied : _____
2. Name in full : _____
(in BLOCK LETTERS)
3. Father's /Guardian's / Husband's : _____
Name
4. Date of Birth : _____
DATE MONTH YEAR
5. Religion : _____
6. Whether you belong to (please : General SC ST OBC Handicapped
tick and if yes) () () () () ()

7. Educational Qualifications : (In chronological order from latest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Exams Passed	University/ Institution/ Board	Year of passing	Subject(s) of specialisation	Div./ class & % of marks

8. Employment Record: (Details in chronological order, starting with the latest) (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Name & Address of Employer	Designation	Period		Total period in years & months	Scale of pay	Nature of duties	Reason for leaving
			From	To				

9. Total experience in years after :
Essential Qualification

10. (i) Address for Correspondence :
(In BLOCK LETTERS)
- Pin Code :
(ii) Contact Numbers :
(iii) E-mail ID :
11. (i) Permanent Address :
(In BLOCK LETTERS)
- Pin Code :
(ii) Contact Numbers :
(iii) E-mail ID :
12. Write a separate note explaining suitability for the post applied :

13. DECLARATION:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:

Date:

Signature of the Candidate

CENTRE FOR SOCIAL STUDIES, SURAT

Invites applications for the post of Jr. Account Clerk. Further details are as under:

Position: Jr. Account Clerk

Necessary educational qualifications, experience and other requirements

Graduate with 10 years of total experience out of which minimum 5 years experience in University/ research institute, good knowledge of English and Gujarati Language. Candidate having Graduate/ Post Graduate in Finance, Accountancy or similar degree etc. will be given preference.

Duties/ Responsibilities

- ⇒ General accountancy / Proficient in Tally
- ⇒ Auditing of A/cs.
- ⇒ Coordinate with auditors for accurate reports
- ⇒ Examining the accuracy of financial documents and where they stand with laws and regulations
- ⇒ Bank reconciliation
- ⇒ Filing monthly TDS Deduction & TDS Payment etc.
- ⇒ Financial information to sponsors/ governments
- ⇒ Preparation of Audited Statement, Budget of the Institute
- ⇒ Good knowledge of general entries during Balance Sheet finalisation
- ⇒ Grants from ICSSR and State Government
- ⇒ Handle petty cash and expense reimbursements.
- ⇒ Have to kept separate project A/c.
- ⇒ IT related files/ Taking care of tax returns
- ⇒ Maintain and update general ledger entries.
- ⇒ Maintain organized records of all accounting documents.
- ⇒ Maintenance of the proper books of accounts
- ⇒ Monthly and year-end closings.
- ⇒ Monthly Salary
- ⇒ Must have knowledge & experience about the scrutiny solving process
- ⇒ PF, GSLI, LIC, Profession Tax Payment
- ⇒ Preparation of Budget/ Five year plan, etc.
- ⇒ Preparations of budgets and investigation on errors
- ⇒ Preparing invoices, receipts, and payment vouchers.
- ⇒ Processing of benefits
- ⇒ Reconciliation of bank statements and vendor accounts.
- ⇒ Research Projects related Grants and files to maintain
- ⇒ Review of general ledgers and entries
- ⇒ Able to interpret the financial records
- ⇒ Support auditors during internal and external audits.

Desired/Preferred

Experience in Accounting at the Senior/ Middle level in a Government/ Semi-Government/ Reputed Research or Education Institute/ University/ College/ private concern would be considered. He/she should be capable of handling official correspondence independently. The person would be required to routinely liaison with State and Central Government (ICSSR).

No need to enclose testimonials, such as marksheet, experience certificates, etc. It will have to be presented at the time of interview only.