



आंध्रप्रदेश केंद्रीय विश्वविद्यालय ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం  
**CENTRAL UNIVERSITY OF ANDHRA PRADESH**  
(Established by an act of Parliament in 2019)

Dated, 1<sup>st</sup> November, 2024

**JOB OPPORTUNITY**

Applications are invited for the engagement of following positions. Interested eligible candidates may send their Curriculum Vitae to the email: [arcuap@gmail.com](mailto:arcuap@gmail.com) on or before 7<sup>th</sup> November, 2024 failing which application shall not be accepted.

**1. ACCOUNTANT Tally (1- on outsourced basis):**

**JOB DESCRIPTION:**

Candidates should have good knowledge of tally accounting software, Proficiency in preparing financial statements, Data Management, Mathematical skills, maintain Balance Sheets, Trail Balance, Reconcile/maintain bank statements, Manage invoices, Communication Skills, MS Words, MS Excel, PPT, English Typing 30-35 wpm, Noting & Drafting, Filing GST and IT/TDS.

**QUALIFICATION:**

- I. Qualification – B. Com & M. Com/MBA (Finance)
- II. Experience – 2- 3 years

**Language:** Hindi/English/Telugu

