

DAV UNIVERSITY

Vill: Sarmastpur, Jalandhar – Pathankot Highway
Jalandhar (Punjab). Tel: 0181 – 2708845



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WALK-IN-INTERVIEW

Post	Data Entry Operator (1 Position) – on Contractual basis
Qualification:	Graduate (Preferably in Commerce) with minimum 50% marks in Graduation / Post-Graduate
Experience:	3 To 4 Years' experience of handling accounts in a University / College / Corporate House.
Job Profile:	Knowledge of Tally, TDS (Salary & other) and filling of 24A, 26Q & GST returns, Banking & Payment System.
Salary:	Negotiable
Venue:	Committee Room (Administrative Block)
Date:	23.09.2019 (Monday)
Time:	10:30 a.m.

Please bring all your Certificates/testimonials in original at the time of interview.
Note: No TA/DA is admissible

Registrar