



**Dhirubhai Ambani
Institute of Information and Communication Technology**

Near Indroda Circle, Gandhinagar, Gujarat, India 382 007.

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Applications are invited for the following post:

ACCOUNTS ASSISTANT

Applicants should be M.Com Graduates with three years' or more post-qualification experience in accounting functions. Should possess expertise in using computer based accounting software such as Tally 9, handling collection and accounting of fees, preparation of bank reconciliation statements, statutory compliances such as TDS, GST, Professional Tax, Provident Fund, Gratuity and filing of returns. Those who have worked in audit firms and educational institutes preferred. B.Com Graduates with additional Degree or related Post-Graduate Degree/Diploma and experience as stated above can also apply. Should have good communication skills in English Language. Age: Should be below 35 years.

Compensation package will commensurate with qualification and experience. Interested candidates may email their detailed resume by 24th June, 2018 to recruitments@daiict.ac.in.