



Gujarat Knowledge Society

www.gksgujarat.org

Email: gks@gksgujarat.org

Directorate of Technical Education,
Block No 2, Second Floor,
Dr. Jivraj Mehta Bhavan, Gandhinagar-382010.
Phone: 079 23253536 Fax: 079 23253539

Gujarat Knowledge Society (GKS) invites applications from young, energetic and experienced Personnels from reputed institutions, specialized in Accounting Functions, desiring to contribute in Gujarat Knowledge Society that demands meticulous coordination and facilitation of the process of imparting Training to large number of students from various backgrounds. The applicants are expected to interact and coordinate with various Training Partners, Centers, Content Developers, Assessment & Training Partner, Impact Assessment agency and manage various Promotional activities. Completed Applications signed by Candidates should be submitted only by registered post with A.D. or Speed-Post of Indian Postal Service to reach GKS office before last date. Applications submitted by e-mail will not be accepted or will not be considered as valid

Sr. No.	Assignment	No. of Posts	Monthly Remuneration	Educational Qualification
1.	Accounts Assistant / Office Assistant	3	Rs. 7000/-	Graduate preferably BBA/BCA/ B.Com. with 3 years experience after qualification. Good Knowledge of written English and Spoken English is required Age Limit: 30 years

The initial assignment will be for a period of 11(eleven) months on contract basis with a scope for renewal, based on satisfactory performance. Other information about GKS is available at <http://www.gksgujarat.org>. **The application form is available at above website. Candidates may send the filled up forms along with the copies of necessary certificates on or before 26/02/2010. Persons who have applied for the same post earlier but were not selected should not apply again. The envelope of the application must clearly state the post for which the application is made. The short-listed candidates for the interview will be available on above website on 3rd March, 2010. It will be the responsibility of the candidate to check the above mentioned website and appear for the interview at the place on the date of interview.**

**Chief Executive Officer,
Gujarat Knowledge Society**