

**APPOINTMENT FOR THE POST OF ACCOUNTS & ADMINISTRATIVE OFFICER
ON CONTRACT BASIS**

Office of the Electricity Ombudsman, Nagpur has invited application from a suitable talented, dynamic and result oriented candidate for the post of “**Accounts and Administrative Officer**” on contract basis for a period of one year only and will be paid consolidated emoluments per month as decided by the Electricity Ombudsman, Nagpur. The contract can be further extendable as per the requirement of office and your performance at the discretion of Electricity Ombudsman, Nagpur.

Minimum Qualification and Experience

- a) Degree from recognized University in the field of commerce.
- b) Should possess 15 years experience in handling accounts and administrative work in the office of Electricity Distribution Licensee or any other Corporate Entity in the field of electricity. The candidate should have worked at senior position in accounts and administration.
- c) Preference shall be given to candidate who is Chartered Accountant.
- d) Proficiency in written and verbal communication skill.
- e) Computer Literacy essential.

Age: Not more than 65 years.

Resident of Nagpur will be preferred.

Willing candidates to send their application by Speed Post with full bio-data along with supporting documents, contact number, valid email ID, passport size photo, address for correspondence etc. on following address, so as to reach this office **on or before 30.06.2021 up to 3.00 PM.**

Address:-

The Secretary,
Office of the Electricity Ombudsman
Pl. No. 27 to 30, R002,
Universal Meadows,
New Sneh Nagar, Wardha Road,
Nagpur 440015
(Contact No. :- 0712-2955735)

Sd/-
Secretary
Electricity Ombudsman
Nagpur