

About-SeSTA

Seven Sisters Development Assistance (SeSTA) www.sesta.org is a professionally managed, non-governmental, not-for-profit organization initiated by a group of young professionals engaged in different parts of North-East India.

Name of Post: Programme Associate (Finance & Accounts)

Eligibility:

We are looking for passionate young persons who have urge to work for rural disadvantaged communities to bring meaningful changes in their lives; with a minimum qualification of graduate degree in commerce (B.Com) with 50 % marks for GENERAL and 45% for SC/ST and OBC. Candidates should have good knowledge of tally. Women candidates are encouraged to apply.

Salary/Pay:

Gross Salary will be approximately Rs. 14,000 per month + Travel bill as per actual (First 6 months will be on probation)

Nature of job:

Maintaining books of records of the organisation and projects, reporting to donor agencies, providing support to field teams in accounts and finance related matters, assistance in arranging logistics, regular bank works, Support in statutory compliances and Audits. Initial posting will be in our head office in Guwahati, Assam. Can be transferred to other operational locations as per the need of the Organization.

Process of Selection:

- a. Non Verbal Reasoning and Test of accounts
- b. Group Discussion (GD)
- c. Personal Interview (PI)
- d. Rural Stay Test

Last Date of Submitting Bio-Data: 23rd April, 2023

(No Bio Data will be accepted after the above mentioned date and incomplete Bio Data will also not be considered)

Date of Selection will be intimated to shortlisted candidates by phone or mail.

For Application: Send your complete bio-data (including % of marks in all exams) to accounts@sesta.org