



The Bharat Scouts and Guides

Creating Better India

National Headquarters

Address: Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I. P. Estate, New Delhi-110002

Website :www.bsgindia.org Email Id: info@bsgindia.org Phones: +91-11-23378702, 23378667

To
All the State Secretaries,
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION

Circular No.: 66 / 2024

Date : 12th April, 2024

SUB: SITUATION VACANT FOR VARIOUS POSTS IN THE BHARAT SCOUTS AND GUIDES, NATIONAL HEADQUARTERS

Dear Sir/Madam,

Applications are invited for the following posts (**contract basis**) in the Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16 M.G. Marg, I.P. Estate, New Delhi – 110002. Details are as under:

1. Company Secretary: -

No. of Vacancy- 01

Essential Educational Qualifications: -

- Associate Member of the Institute of Company Secretaries of India (ICSI)
- Bachelor degree in any field (Bachelor degree in law is preferable)

Skills and Knowledge: -

- Excellent verbal and written communication skills in English and Hindi including presentation skills.
- Excellent Internet, MS Office skills

Work Experience: -

- At least 05 years in Company Secretariat of any listed/unlisted company (internship/training shall not be counted as experience)

Areas of Experience: -

- Drafting of agenda minutes, official letter etc.
- Assisting in Committees meeting, General Body meetings.
- Compliance with statutory requirements under Companies Act and other statutory compliances thereof.

Language: - Fluency in English and Hindi language

Tenure of Post: - 06 months

Age limit: - 20 to 40 years

Remuneration: - Rs. 35,000/- to 50,000/- per month (Remuneration will be commensurate based on the working skill, knowledge and experience.)

2. Chartered Accountant: -

No. of Vacancy- 01

Essential Educational Qualifications: -

- Associate Member of the Institute of Chartered Accountants of India (ICAI)
- Bachelor degree in any field (Bachelor degree in commerce is preferable)
- Should have knowledge in GST, EPF and TDS compliances and filing returns etc.

Skills and Knowledge: -

- Excellent verbal and written communication skills in English and Hindi including presentation skills.
- Excellent Internet, MS Office skills
- Language fluency in English

Work Experience: -

- At least 05 years in any listed/unlisted company (internship/training shall not be counted as experience)

Areas of Experience: -

- Experience in Finance and Accounts with knowledge in accounting packages like Tally.

Language: - Fluency in English and Hindi language

Tenure of Post: - 06 months

Age limit: - 20 to 40 years

Remuneration: - Rs. 35,000/- to 50,000/- per month (Remuneration will be commensurate based on the working skill, knowledge and experience.)

3. Accountant: -

No. of Vacancy- 01

Essential Educational Qualifications: -

- Commerce Graduate (A special Financial Management Course will be given preference)
- Should have knowledge of taxation and accounting package tally.
- Should have good knowledge in all aspects of accounts.

Skills and Knowledge: -

- Excellent verbal and written communication skills in English and Hindi including presentation skills.
- Excellent Internet, MS Office skills

Work Experience: -

- At least 10 years of working experience as Accounts Assistant/Office Secretary in Accounts Departments of any reputed organisation dealing with Salary, Budget, Cash & Bank, Balance Sheet etc.

Areas of Experience: -

- Experience in Finance and Accounts with knowledge in accounting packages like Tally.
- Independently working capacity to lead the accounts department.
- Diploma/Certificate course in Finance/Banking will be given preference.

Desirable: - Rashtrapati Rover/Ranger Awardee is preferred.

Language: - Fluency in English and Hindi language

Tenure of Post: - 06 months

Age limit: - 35 to 50 years

Remuneration: - Rs. 20,000/- to 30,000/- per month (Remuneration will be commensurate based on the working skill, knowledge and experience.)

4. Stenographer: -

No. of Vacancy- 01

Essential Educational Qualifications: -

- Bachelor degree in any field (Bachelor degree in commerce/law is preferable)

Skills and Knowledge: -

- Excellent verbal and written communication skills in English and Hindi including presentation skills.
- Excellent Internet, MS Office skills
- Shorthand typing speed 100-120
- Computer typing speed 80-100

Work Experience: -

- Experience for atleast 05 years at reputed organisation as professional.
- Able to communicate independently

Desirable: - Rashtrapati Rover/Ranger Awardee is preferred.

Language: - Fluency in English and Hindi language

Tenure of Post: - 06 months

Age limit: - 20 to 35 years

Remuneration: - Rs. 20,000/- to 30,000/- per month (negotiable)

Note: All the above positions are contract based for 06 months and could be extended.

Interested candidates may send their application with testimonials to the Director, The Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16, M.G. Marg, I.P. Estate, New Delhi – 110002 at info@bsgindia.org by **30/04/2024**.

Thanking you

Yours in Scouting/Guiding,


(RAJ KUMAR KAUSHIK)
DIRECTOR

Copy to:-

1. All the NHQ Office Bearers of the Bharat Scouts and Guides, National Headquarters.
2. Chairman/Secretary, Railway Scout and Guide Board, Rail Bhawan, New Delhi.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shahid Jeet Singh Marg, New Delhi - 110016.
4. The Commissioner, Navadaya Vidyalaya Samiti, Institutional Area, B-15, Sector - 62, Noida, Uttar Pradesh – 201309.
5. The Director, DAV
6. All the District Secretaries, District Association of Dammam, Riyadh, Muscat and Jamiat Youth Club.