Tripura Forest Development and Plantation Corporation Ltd.
(A Government of Tripura Undertaking)
Office of the Divisional Manager
South-I Division, Santirbazar, Tripura (South)
P.O: Santirbazar, PIN: 799144
Tel: (03823) 262255, E-mail: tfdpcltdsouth1@gmail.com

EXPRESSION OF INTEREST FOR TALLY (ERP-9) ENTRY OPERATOR

Expression of Interest in plain papers (sealed) are hereby invited by the undersigned on behalf of Tripura Forest Development and Plantation Corporation Limited, Southern Forest Corporation, Division No-I, Santirbazar for Tally (ERP-9) entry operator to be entrusted on contractual basis for the activities to be carried out of the following:

Activities

1. Preparation of Tally Accounts.
2. Preparation of Monthly Accounts and other documents related to monthly Accounts.
3. Preparation of all online Works/activities.
4. All internet activities as when required time to time.

Terms & Conditions

1. Rate of offer per month should be quoted in figure and words.
2. Minimum qualification should be Commerce Graduate.
3. Knowledge in Tally Software, MS Office etc.
4. Minimum 01 year experience in Tally operator, MS Office and Accountancy from Govt. Organization/under taking.

The willing person having requisite qualification mentioned above (2 to 4) may submit their expression of interest by Registered Post to the undersigned on or before 10.06.2019, there after no expression of interest will be entertained.

Full bio data of the person supported by Xerox copies of all Documents should be covered and original documents to bring for verification as and when required by the authority.

The Divisional Manager, South-I Division, TFDPC Ltd., Santirbazar reserves the right to accept or reject any expression of interest including lowest one without assigning any reason or reasons thereof.

(Hiranjoy Reang, TFS)
Divisional Manager,
South-I Division, Santirbazar
Date: 29.05.2019

Copy to:-
1. The Managing Director, TFDPC Ltd. for favour of his kind information.
2. The Executive Director, TFDPC Ltd. for favour of his kind information.
3. The General Manager, TFDPC I/E, Anandanagar for favour of his information.
4. The Divisional Manager, TFDPC Ltd. Sadar/Northern Division/South-II/Factory Division for information & with request to display in their notice board.
5. Notice Board of this Office.

Divisional Manager,
South-I Division, Santirbazar
Date: 29.05.2019