



**Dr. Babasaheb Ambedkar  
Open University**  
(Established by Government of Gujarat)



Accredited "A++" Grade by NAAC (CGPA 3.55 - 1st Cycle)  
"Jyotirmay" Parishar, Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.  
Website: [www.baou.edu.in](http://www.baou.edu.in)

**Contractual Recruitment Advertisement No 2/2023  
Minimum Qualification for the Advertised Post**

<b>Post</b>	<b>Internal Auditor – 1 Post</b>
<b>No.of Post</b>	<b>01</b>
<b>Fix Salary Per Month</b>	<b>35000/-</b>
<b>Qualification</b>	<b>Essential Qualification</b>  <ol style="list-style-type: none"><li>1. BACHELOR DEGREE IN COMMERCE FROM A RECOGNISED UNIVERSITY AND PASSED THE INTERMEDIATE EXAMINATION OF THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)</li><li>2. MINIMUM THREE YEARS OR MORE EXPERIENCE IN ACCOUNTS/AUDIT</li><li>3. INTERNAL/GOVERNMENT AUDIT RELATED WORK DESIRABLE</li><li>4. CCC / COMPUTER KNOWLEDGE REQUIRED</li><li>5. KNOWLEDGE OF ENGLISH CORRESPONDENCE SKILLS REQUIRED</li><li>6. KNOWLEDGE OF TALLY ERP IS MUST</li><li>7. KNOWLEDGE OF INCOME TAX,GST, TDS AND OTHER LAWS</li><li>8. KNOWLEDGE OF GOVT. RULES AND REGULATIONS</li></ol> <b>Preferable :</b> <ol style="list-style-type: none"><li>1. Working knowledge of Gujarati</li><li>2. Experience of working in Open Distance Learning System</li><li>3. Basic Skills and knowledge of Computer</li></ol>



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Minimum Qualification for the Advertised Post**

<b>Post</b>	<b>Account Assistant</b>
<b>No. of Post</b>	<b>03</b>
<b>Fix Salary Per Month</b>	<b>22000/-</b>
<b>Qualification</b>	<b>Essential Qualification</b> <ol style="list-style-type: none"><li>1. GRADUATE DEGREE IN COMMERCE</li><li>2. MINIMUM ONE YEAR OR MORE EXPERIENCE</li><li>3. CCC / COMPUTER KNOWLEDGE REQUIRED</li><li>4. KNOWLEDGE OF TALLY ERP IS REQUIRED</li></ol> <b>Preferable:</b> <ol style="list-style-type: none"><li>1. Basic Knowledge of computer.</li><li>2. Experience of working in the Open Distance Learning System.</li><li>3. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</li></ol>

Registrar

Dr. Babasaheb Ambedkar Open University