



Haryana State Electronics Development Corpn. Ltd.
SCO 111-113, Sector 17B, Chandigarh
Phone No. 0172-2545479

Recruitment

HARTRON invites applications for engagement of following accounts personnel purely on contract basis initially for a period of one-year extendable subject to satisfactory performance and requirement:

#	Position	No. of posts
1.	Manager	02
2.	Accounts Assistant	01

Eligible candidates may send their applications on the prescribed proforma alongwith all the relevant testimonials and demand draft of Rs.1,180/- in favour of Haryana State Electronics Development Corporation Ltd. to P&A Division, Hartron Bhawan, Bays No. 73-76, Sector-2, Panchkula by 5:00PM on or before 18.06.2026. For complete details, please visit our website www.hartron.org.in. MD/JMD, HARTRON reserves the right to vary/cancel any or all the positions, without assigning any reason.

MD/JMD, HARTRON

ELIGIBILITY CRITERIA

A.			
#	Name of Position	No. of Posts	Place of Posting
1.	Manager	02	Panchkula
2.	Accounts Assistant	01	

B.					
Eligibility Criteria					
1.	<table border="1"><tr><td>Manager</td><td><p>Educational Qualification:</p><ul style="list-style-type: none">• M.Com from a recognized University/Institution.<p>Experience:</p><ul style="list-style-type: none">• Minimum 05 years' post-qualification experience in accounting, finance, taxation, audit, budgeting, financial reporting and statutory compliance functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations.<p>Essential Skills and Knowledge:</p><ul style="list-style-type: none">• Sound knowledge of accounting principles and practices, GST, Income Tax, TDS provisions and other statutory compliances.• Experience in preparation and maintenance of books of accounts, financial statements, audit coordination, budgeting and financial reporting.• Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.</td></tr><tr><td colspan="2"><ul style="list-style-type: none">• Remuneration: Rs.50,000/- per month plus Rs.5,000/- as allowances.• Maximum age limit - 42 years.</td></tr></table>	Manager	<p>Educational Qualification:</p> <ul style="list-style-type: none">• M.Com from a recognized University/Institution. <p>Experience:</p> <ul style="list-style-type: none">• Minimum 05 years' post-qualification experience in accounting, finance, taxation, audit, budgeting, financial reporting and statutory compliance functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations. <p>Essential Skills and Knowledge:</p> <ul style="list-style-type: none">• Sound knowledge of accounting principles and practices, GST, Income Tax, TDS provisions and other statutory compliances.• Experience in preparation and maintenance of books of accounts, financial statements, audit coordination, budgeting and financial reporting.• Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.	<ul style="list-style-type: none">• Remuneration: Rs.50,000/- per month plus Rs.5,000/- as allowances.• Maximum age limit - 42 years.	
Manager	<p>Educational Qualification:</p> <ul style="list-style-type: none">• M.Com from a recognized University/Institution. <p>Experience:</p> <ul style="list-style-type: none">• Minimum 05 years' post-qualification experience in accounting, finance, taxation, audit, budgeting, financial reporting and statutory compliance functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations. <p>Essential Skills and Knowledge:</p> <ul style="list-style-type: none">• Sound knowledge of accounting principles and practices, GST, Income Tax, TDS provisions and other statutory compliances.• Experience in preparation and maintenance of books of accounts, financial statements, audit coordination, budgeting and financial reporting.• Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.				
<ul style="list-style-type: none">• Remuneration: Rs.50,000/- per month plus Rs.5,000/- as allowances.• Maximum age limit - 42 years.					

Eligible candidates are advised to write on the top of envelop ***“APPLICATION FOR THE POST OF MANAGER.***

C.	
Eligibility Criteria	
1.	<p>Accounts Assistant</p> <p>Educational Qualification:</p> <ul style="list-style-type: none"> • M.Com from a recognized University/Institution. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 02 years' post-qualification experience in accounting, finance, taxation or related functions in Government Departments, Boards, Corporations, Public Sector Undertakings (PSUs) or reputed private organizations. • Maximum age limit - 42 years <p>Essential Skills and Knowledge:</p> <ul style="list-style-type: none"> • Working knowledge of accounting procedures and practices, GST and TDS compliances and maintenance of books of accounts. • Experience in preparation and maintenance of accounting records, vouchers, reconciliations and related financial documentation. • Proficiency in MS Office, particularly MS Excel and working knowledge of accounting software/ERP-based systems.
	<ul style="list-style-type: none"> • Remuneration: Rs.30,000/- per month plus Rs.5,000/- p.m. as allowances. • Maximum age limit - 42 years.

Eligible candidates are advised to write on the top of envelop ***“APPLICATION FOR THE POST OF ACCOUNTS ASSISTANT”***

**MD/JMD,
HARTRON**