



THROUGH HUMANITY TO PEACE



Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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INDIAN RED CROSS SOCIETY NATIONAL HEADQUARTERS

Engagement of Outsourcing firms for providing Assistant Accountant, Lab Technician & Stenographer at Indian Red Cross Society (IRCS), National Headquarters, New Delhi on outsource basis.

Indian Red Cross Society is a humanitarian organization established under the Parliament Act XV of 1920 that works auxiliary to Government and Armed Forces medical services. The Hon'ble President is the President of the Society and the Hon'ble Union Minister of Health & Family Welfare, GoI is the Chairman of the Society. It works in the field of blood centers, first aid trainings, relief distribution during disasters and other emergencies.

IRCS Invites applications from reputed Outsourced firm of Delhi and NCR Region. The Outsourced firm will be paid service charges and PF/ESI as per rule of NCR may be paid. Proposal for the following positions:-

1. Assistant Accountant – 2 Posts
2. Stenographer- 2 posts
3. Lab Technician- 1 post

The competent quotation may be sent with in 15 days i.e 29th December 2025. The firm should be sent the applications form to the Secretary, General, Indian Red Cross Society, National Headquarters, 1, Red Cross Road, New Delhi-110001.

The details of qualifications and remuneration are in **Annexure**.

(Satya Devan K)
HR Manager

Annexure

Job Description

1. Assistant Accountant – Two posts

- Persons should be commerce graduate and Delhi NCR based.
- Commerce graduate & at least three to five years experience in computerized accounting, Bank reconciliation, GST knowledge, preparation of Annual accounts, budget preparation, FCRA accounts and its reporting, consolidation of accounts.
- Having good knowledge of MS Excel.
- Good command in English
- Preference will be given to PSU, Govt. accounting knowledge person
- Salary Rs.40,000/-Plus PF/ESIC as applicable will be reimbursed to the Outsourced firm.
- Maximum age of 35 years.

2. Lab Technician - One post

- Edu Qualification: B.Sc , MLIT and 2 years experience in Blood Bank.
- Salary Rs.30,000/-Plus PF/ESIC as applicable will be reimbursed to the Outsourced firm.
- Maximum age of 30 years.

3. Stenographer (English) - Two posts

- Educational qualification : Degree of recognized University; English shorthand speed of 80/100 words and good communication skills. Working computer knowledge of MS Office/ Excel. Two years Experience.
- Salary : Rs. 30,000/- Plus PF/ESIC as applicable will be reimbursed to the Outsourced firm.
- Maximum age of 30 years.

