

## **Advertisement No. 05/ 2015**

The Detailed CVs are invited for the post of **Accountant (Project)** at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi.

### **1. Accountant( Project)**

**No of Posts:** 01

**Employment type:** The post is for limited term for construction project of IIIT-D, renewable every year based on performance. The post is co-terminus with the completion of project.

### **Responsibilities**

- Arithmetical verification and authentication of the running accounts (RA) bills,
- Processing of payments related to Contractors / Service Providers, including recommendation for making payment,
- Maintenance of all Contractor wise essential documents/files necessary for processing of payments,
- Maintenance of electronic and manual record of all payments made to Contractors, taxes deducted, securities withheld, EMDs refunded / withheld etc.,
- Maintaining timely and accurate account reconciliation statements, including submission of monthly/quarterly Work In Progress Report,
- Ensuring deposit of withheld taxes, Govt. levies (WCT, Labour Cess, Service Tax etc.) sufficiently before the due date,
- Coordinating with Accounts division for forecasting of payments and timely payment to Contractors and keeping track over such payments,
- Maintaining record of all payments in Tally ERP Accounting Software,
- Getting the audit of the construction related payments done,
- Any other responsibility related to construction accounting, as assigned.

**Pay and Other Benefits:** The minimum consolidated salary will be Rs. 35K. However, for deserving candidates this can be fixed on higher side based on their profile.

### **Qualification & Experience:**

#### **Essential:**

M.Com or equivalent with 02 years of experience in accounting of construction project covering job description mentioned above.

### **Preference would be given to those having:**

- Experience with all aspects of finance function, including **works** accounting, reporting, budgeting and forecasting, **preferably with a construction company and /or executing Govt. projects.**
- High degree of personal integrity,
- Well versed in computer operations including emails, calendars and Tally ERP Accounting Software.

**Working days/ hours:** 6 days a week.

Age Limit: 35 Years

### **General Information/Condition/Instructions:**

1. The appointment will be for limited term. The post is co-terminus with completion of construction project.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mails only.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience/ Age may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The information received will be accessible under RTI Act only up to six months from the date of closing.
11. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.
12. No Hard copies are to be sent.
13. Last date for apply is **September 08, 2015.**

### **How to apply:**

The interested candidates may send the detailed CV in the Recommended Proforma below through email @ [admin-hr@iiitd.ac.in](mailto:admin-hr@iiitd.ac.in) with subject "**Post of Accountant (Project) at IIIT-D**" latest by **September 08, 2015.**

## **Recommended Pro forma of Applicant's Resume**

The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Post applied for
3. Education record
4. Professional summary
  - Provide a brief summary of your work experience in 5-6 statements
5. Detailed work experience
  - Start with the most recent employment
  - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
6. Professional activities (optional)
7. References
  - List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
  - Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
8. Contact details
  - Postal address, e-mail address, and mobile phone number.