

Advertisement No. 07/ 2016

The Detailed CV's are invited for the following post at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

1. Junior Manager (Finance & Accounts)

No of Posts: 01(One)

Employment type: Full-time, Regular (initially a five (05) years contract will be given).

Roles & Responsibilities:

- Accounting of external grants, donations, corpus/earmarked funds,
- Accounting and management of Centre's funds,
- Management of all funds (investment, renewal, interest accrued, certificates etc.)
- Financial Management of workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc.
- Banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor
- Handling ERP of accounts, including provision of visibility to faculty/staff for research funds/Professional Development fund (PDA).
- Preparation and furnishing of management information reports as per requirement,
- Providing assistance in finalization and audit of books of account related to grants, donations, corpus/earmarked funds and centres,
- Maintenance of record of budgets and track over utilization of budgeted funds,
- Maintenance of all documents/records/files related to funds, donations etc.,
- Ensuring compliance with statutory requirements,
- Any other work assigned from time to time.

Pay and Other Benefits

Pay Scale: Rs. 13,500-39,000/- (Equivalent to PB-2 with grade pay of Rs. 4,200 in Government). DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement, medical, insurance, contribution to NPS etc. which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be around Rs. 53,000/-*. Additional Increments can be given to deserving candidates.

* Under revision as per recommendations of 7th pay commission.

Qualifications and Experience:

Essential: MBA in Finance/ M. Com/CA having 60% marks with 1 years of relevant experience. Preference will be given to the candidates working in educational institute.

Skills Required:

- Excellent communication and presentation skills.
- Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office.
- High numeracy and technical skills.
- Problem-solving skills and ability to take initiative.
- Good time management skills and ability to identify & prioritize work.
- Good IT skills.
- Ability to work within given time lines.

Working days: 05 days a week.

Age Limit: 30 Years

General Information/Condition/Instructions:

1. The appointment will be on Regular basis (initially up to five (05) years contract will be given).
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. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
3. Shortlisted candidates will be informed for interviews through e-mails only.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The institute reserves the right not to recruit against any or all the posts.
6. Qualifications/experience/ Age may be relaxed for exceptional candidates. Also higher position can be offered to candidates having more relevant experience.
7. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. The information received will be accessible under RTI Act only up to six months from the date of closing.
12. Reservations as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same. Preference will be given to candidate belonging to SC/OBC category. In case of non-availability of candidates belonging to above mentioned reserve category the post will be filled from General category.
13. No Hard copies are to be sent.
14. Last date for apply is **October 25, 2016**.

How to apply:

The interested candidates may send the detailed CV in the Recommended Proforma below through email @ admin-hr@iiitd.ac.in with subject "**Post of (Name of the Post) at IIIT-D**" latest by **October 25, 2016**.

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. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Education record
6. Work experience (Briefly discuss roles & responsibilities)
 - Start with the most recent employment
 - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
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
10. Contact details
 - Postal address, e-mail address, and mobile phone number.