

Advertisement for the Post of Controller of Finance/ Deputy General Manager at IIT Delhi

Applications are invited for the position of Controller of Finance/ Deputy General Manager at the Indraprastha Institute of Information Technology (IIIT) Delhi, A State University recently created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

Post Code: 01

Post: Controller of Finance/ Deputy General Manager

Job Description

The primary responsibility as the Controller of Finance/ Deputy General Manager will be the Management of Finance function which includes full financial management including books of accounts, budgets, annual statements, capital budgeting and expenditure etc. He will supervise over the funds of the Institute and advise it as regards its financial policies and will perform such other financial functions as may be assigned to her/him by the Board of Governors and as prescribed by the Statutes and/or the Ordinances. He will hold and manage the properties and investments of the Institute, including trust and immovable properties, for fulfilling any of the objects of the Institute. He/ she will also watch the progress of collection of revenues, advice on the methods of collection employed; suggest steps for enacting the revenues by effectively implementing the financial policies of the institute by ensuring that revenues and expenditure are in accordance with the budget of the institute etc. The job entails having the entire oversight of a institute's finances. This means that he/she must be knowledgeable about activities that can make the institute's make more profits while keeping away from those that would bring losses to the company.

Pay and Other Benefits

CTC Rs 1,00,000/ 70,000 approx in the pay scale of ₹ 46,100–75,700 / ₹ 29,920-46,700 (equivalent to PB-4/PB-3 as per 6th Pay Commission in Government) that includes DA, HRA, TA and other benefits such as OPD, LTC and Telephone Reimbursement as per the institute's norms. Advance increments may be granted to deserving candidate.

Qualifications and Experience

Essential:

An applicant must possess a postgraduate degree with 1st division marks or equivalent grade, and must have at least 15 /9 years of administrative/teaching experience, of which 8 /5 years must be administrative at senior levels or above in Finance.

Desirable:

1. Degree in CA/ICWA/CS, MBA (Finance).
2. Administrative experience in higher education/research institutes.
3. Proficiency in use of computers and computer based tools for administration of finance.
4. Experience in financial management, project management and coordinating and leading a team.

Age Limit: 50 Years

JOB Profile

1. Preparing financial reports, budgets, cost reports and financial forecasts on a regular basis
2. Overseeing the accounting staff, and the financial analysts
3. Innovative financing methods for institute and students
4. Investment plans for the institute funds
5. Fund raising from Government and other agencies.
6. Mentoring accountants for purposes of ensuring that their accounting and analysis duties are done well
7. Ensuring that the financial records are accurate
8. Ensuring that every expense is properly documented
9. Ensuring that the books of accounts are compiled every end of the month
10. Ensuring that the books of accounts are compiled at the end of every financial year
11. Submission of utilization certificates as desired by the funding agencies
12. Preparation of proposals for seeking financial assistance from the Government and other bodies
13. Working with staff in the accounts department in determining the level of profitability of the company within a specified time
14. Ensuring that there is fiscal responsibility within the institute's operations
15. Ensuring that the decision makers in the institute understand the financial implications of the missions they set for their company in a specific period
16. He is held accountable for any financial decisions made in the institute because he is the ultimate authorizing entity
17. Approves finances to be used in specific projects by the institute based on estimates made by the accounting department
18. Responsible for the budgetary control in a specific institute
19. Corresponds with the senior management regarding any financial decisions that are made

General Information/Condition/Instructions

1. The appointment will be on Regular basis (initially a limited term contract will be given, which will be extended based on performance) / Deputation for a period of up to five years, which can be renewed. The age of retirement will be 60 years.
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. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The number of posts may increase or decrease at the time of interview / short listing.
6. The institute reserves the right not to recruit against any or all the posts.
7. **Qualifications/experience may be relaxed for exceptional candidates.**
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. Only one post either of CFO/DGM will be filled.

10. The selected candidates will be expected to join within one month from the offer of appointment.
11. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview of OR should send his/ her application **Through Proper Channel..**
12. The applicant should clearly mention the name of the post applied for, category on the application. The incomplete/ applications or received after due date may not be considered.
13. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

Campus

IIIT Is currently operating from a temporary campus in NSIT campus, Dwarka. In about 3-4 months it will move in its own modern campus which will come up in Okhla, Phase III, where 25-acre land has already been allocated to it.

Application

The complete application for in the prescribed proforma with names and contact information (email, telephone number) of at least three references by subscribing the name of the post applied, category etc should be sent by **December 09, 2011** to The Deputy General Manager, IIIT Delhi; 3rd Floor, Library Bldg., NSIT Campus; Dwarka, Sector 3; New Delhi – 110078.