

Advertisement for Account Positions at IIIT-Delhi

Advt. No. 01/2018

Applications are invited for the following positions at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi:

1. Assistant Manager/Junior Manager (Accounts) : 02 Positions

The employment to the above position will be full-time (initially on a Contract for 5 years and renewable as per Institute guidelines.)

Qualifications and Experiences:

Essential: Post graduate in Finance/ M. Com / MBA having 55% marks or CA/CMA or equivalent with 3 years of relevant experience for Assistant Manager and 1 year relevant experience for Junior Manager respectively.

Preference will be given to the candidates:

- Working in Educational/Research institute.
- 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.
- Ability to work within given time lines.

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 (PDF).
- 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:

S. No.	Title of Post	Level (7 th CPC)	Initial Basic Pay	Initial 7 th CPC CTC
1.	Assistant Manager	7	44,900/-	78,000/-
2.	Junior Manager (Grade-III)	6	35,400/-	71,000/-
	Junior Manager (Grade-II)	5	29,200/-	61,000/-
	Junior Manager (Grade-I)	4	25,500/-	56,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Account & such other benefits applicable from time to time.

Note-Depending upon qualifications, experience, CTC being drawn and based on recommendations of the selection committee, a Junior Manager can be appointed in any grade viz. I, II & III as given above.

General Information/Condition/Instructions

1. Age limit:
 - a. The maximum age limit for Assistant Manager is 35 years.
 - b. The maximum age limit for Junior Manager is 30 years.
2. The appointment will be on contract for a period of up to five years, which can be renewed based on performance. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained.
4. Shortlisted candidates will be informed for interviews through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
6. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

7. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
11. Number of positions may be increased or decreased depending upon the requirements'.
12. The selected candidates will be expected to join within one month from the offer of appointment.
13. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

How to apply:

Candidates shall apply online [here](#) and detailed advertisement can be found at <https://iiitd.ac.in/careers/staff>. Last date for submitting the applications is 9th March 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)