



(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

## Advertisement for Non-Academic Posts

Advt. No. 03/ 2022 dated 07<sup>th</sup> March 2022

Online applications are invited for the following positions at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

1. Junior Manager-Grade-I (Admin & Accounts) : One (01) post

The employment to the above post is on full-time and regular basis (initially on a Contract for 5 years and renewable as per Institute's guidelines.)

### Essential Qualification & Experiences

M. Com/ CMA/CA/MBA or equivalent with 55% marks and minimum 01 year's relevant experience at annual CTC of 3.5 lakh per annum.

Desirable:

1. Working experience in University/Education or Research Institution of repute on regular scale.
2. Excellent communication and presentation skills.
3. Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office.
4. High numeracy and technical skills

### Key Responsibilities

- Handling of the receipts of the IRD Division from Funding agencies
- Timely Payments to scholars, vendors, Project staff etc. along with reimbursement claims
- Inventory Management of Project Assets
- Accounting of external grants, donations, corpus/earmarked funds.
- Accounting and management of Centre's funds.
- Preparation of Utilization certificates, Statement of Expenditure
- Knowledge and handling of Various Govt Portals like PFMS, Bharat Kosh etc.
- Management of all funds (investment, renewal, interest accrued, certificates etc.).
- Preparation of data asked by the various ranking agencies
- Well versed with the prevailing norms of the Government for Procurement, GFR etc.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in reconciliation of books of account.
- 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

S. No.	Title of Post	Level (7 <sup>th</sup> PC)	Initial Basic Pay	Monthly CTC (Approx.)
1	Junior Manager-Grade-I (Admin & Accounts)	4	25,500/-	Rs.66,000/-

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 Fund & such other benefits as may be applicable from time to time.

#### Note:

1. Qualification, age and experience/s will be reckoned as on last date of this advertisement.

### General Information/ Conditions/ Instructions

1. Age limit:
  - a. The maximum age limit for Junior Manager is 30 years as on the date of the advertisement.
  - b. Age limit is not applicable for internal candidates.
2. All the appointment will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing 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 through any means.
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 Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
10. Number of positions may be increased or decreased depending upon the requirements.
11. The selected candidates will be expected to join within one month from the offer of appointment.



12. 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.

#### **Application Fee:**

Candidates (Other than SC, ST, PWD, Internal candidates) are required to pay a non-refundable application fee of Rs.118/- (Rupees One Hundred and Eighteen only) via online mode.

#### **How to apply:**

Candidates shall apply online on: [www.iiitd.ac.in](http://www.iiitd.ac.in). The last date for submitting the online applications is 28<sup>th</sup> March 2022 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)

