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

Advertisement for Non-Academic Post/s
Advt. No. 06/ 2022 dated 16th August 2022

Online applications are invited against a leave vacancy for the following position/s 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 (Accounts)   :   One (01) post (against maternity leave vacancy)

The employment to the above post is on full-time and Ad-hoc basis against the maternity leave period of six months starting tentatively from 2nd week of August 2022. In case of any combination of leave by the female employee along with her maternity leave, the contract period may be extended accordingly.

The contract will end on the expiry of maternity leave duration of six months plus transit period of one week and or extended leave duration, by combing any kind of leave due and admissible plus transit period of one week.

In case the employee on maternity leave does not resume back or resigns, the leave vacancy may be regularized and converted to a regular vacancy, subject to following conditions:

1. Subject to satisfactory performance and issuance of written Order on the recommendations of the Department and approval of the Competent Authority;
2. After fulfilling the condition at S. no. 1 above, contract term will be for a period of five years from initial date of joining on leave vacancy.
3. The initial one year may be counted as probation period, which may be extended, if required and will be again subject to satisfactory performance.
4. The employment type will be changed from ad-hoc to regular.
5. All the benefits will be extended as applicable for regular employees on contract term and revised from time to time.

Essential Qualification & Experiences

M. Com/CMA/CA/MBA (Finance) 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 Institute from tuition, hostel fee, etc., including banking of receipts, withdrawals, reconciliation etc.
- 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.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor.
- 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 (7th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1	Junior Manager, Grade-I (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 date of publication of this advertisement.

General Information/ Conditions/ Instructions

1. Age limit:
   a. The maximum age limit for Junior Manager is 30 years.
   b. Age limit is not applicable for internal candidates.
2. The employment to the above post is against the maternity leave duration for a period of six months and or for extended period only and will be coterminous.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for the selection process. 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 the selection process through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for the selection process 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 the selection process. 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 at the time of selection process.

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 only.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/careers. The last date for submitting the online applications is 31st August 2022 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)