



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY DELHI

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

### **Advertisement for walk-in interviews for Non-Academic Post/s**

<b>Job title</b>	Junior Manager (Grade 1) - Accounts
<b>Reports to</b>	Manager-Accounts
<b>No. of Positions Available</b>	02 (two)

#### **Job purpose**

Assisting in smooth conduct of finance & accounts department.

#### **Brief Job Description**

- Handling of the receipts of the Institute from tuition, hostel fee, etc., including banking of receipts, withdrawals, reconciliation etc.
- Processing of payments, including preparation of Journal, Payment and Contra Vouchers, and uploading of online payments,
- Reconciliation of Receipts and Payments with banks on daily basis (BRS),
- Processing of Reimbursement Claims, including maintenance of Registers,
- Handling matters related to investments, banking, taxation, etc.
- Preparation and furnishing of Management Information Reports as per requirement.
- Providing assistance in reconciliation of books of account for finalization of accounts,
- Any task/work that may be assigned.

#### **Qualification**

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:

- Working experience in University/Education or Research Institution of repute.
- Excellent communication and presentation skills.
- Sound knowledge of ERP, accounting software (such as Tally etc.) and MS Office.
- High numeracy and technical skills.

### **Age Limit**

Maximum age limit for the role of Junior Manager (Grade 1) is 30 years on the date of interview.

### **Compensation & Term**

The monthly consolidated salary will be INR 44,000 per month. The initial term of appointment will be six months from the date of joining. The appointment will be on ad-hoc and contract basis. The contract term may be renewed after a formal review towards the expiry of the initial contract term.

### **How to Apply**

Interested candidates must submit their detailed CV with details mentioned in annexure A to [admin-hr@iiitd.ac.in](mailto:admin-hr@iiitd.ac.in) with subject line as APPLICATION FOR THE ROLE OF JUNIOR MANAGER – ACCOUNTS. The last date of submitting the application is ~~December 20<sup>th</sup> 2022~~ 21<sup>st</sup> Dec 2022. Walk-in interviews are schedule on ~~21<sup>st</sup> December 2022~~ 23<sup>rd</sup> December 2022 from 10 AM to 1 PM. Reporting time for the interviews in 9 AM and Venue for the same will be director's conference room, 7<sup>th</sup> Floor, Research and Development Block, IIIT-Delhi (near Govindpuri Metro Station). Candidates are requested to bring all the original documents with 1 set of self-attested copies along with them.

### **Annexure A**

Below details should be clearly mentioned in CV of candidate applying for the role of Junior Manager – Accounts (Ad-Hoc) .

- Name of the candidate
- Date of Birth
- Email Address
- Phone Number
- Educational Qualification
- Work Experience Details (with Salary Details)