



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

Advt. No. 04/ 2023

Date: April 17, 2023

Advertisement for Non-Academic Post

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

1. Junior Manager-Grade-I (Accounts) : one (01) post

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

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.

Required Skills:

1. Sound knowledge of ERP, Tally Prime accounting software, MS Office etc.,
2. High numeracy, analytical and technical skills.

Desirable Experience & Skills:

1. Working experience in University/Education or Research Institution of repute on regular scale.
2. Excellent communication and presentation skills.

Key Responsibilities

- Processing of files, claims, etc., related to payments of the Institute,
- Handling of the receipts of the Institute from Tuition Fee, Hostel Fee, Conferences, Seminars, etc., including banking of receipts, withdrawals, Bank Reconciliation daily, etc.
- Accounting of external grants, donations, corpus/earmarked funds.
- Accounting and management of Centre's funds.
- Track over investment of 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.
- Preparation and furnishing of Utilization Certificates, Statement of Expenditure, etc.

- Preparation 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.67,400/-

Other benefits include Dearness Allowance as per Govt. rates, HRA or leased accommodation at approved rate, Transport allowance, NPS, LTS, 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:

Age and experience will be reckoned as on the last date of this advertisement and no relaxation in this regard, under any circumstance, will be allowed.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 30 years. Age limit does not apply to the internal candidates.
2. Applications are to be submitted online on the Institute website only www.iiitd.ac.in .
3. Appointment to the post 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 the Institute's regulations. The age of retirement is 60 years.
4. Prescribed qualifications are minimum and the mere fact that a candidate possesses 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.
5. Those who are working in private organization should fill up their annual CTC drawn in the application form.

6. Those who are working in Govt organizations/autonomous bodies etc. should fill up their Pay level and Basic Pay drawn.
7. In case of large number of applications are received, the Screening Committee may restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of desirable qualification and experience etc.
8. The screening of applications will be done based on the information provided by the candidates; hence a candidate should ensure to furnish optimum information while filling up the application form. The key responsibilities are mandatory to be provided for each employer. Incomplete applications will be summarily rejected.
9. A candidate should ensure his/her eligibility before applying and those meeting the eligibility criteria should only apply. The application fee of those not meeting the criteria will not be refunded.
10. The grade points are to be converted to the percentage of marks using 10-point scale system.
11. Shortlisted candidates will be informed for the selection process through registered e-mails only.
12. During document verification/selection process or at a later stage, if it is found that the information provided by the candidate in the application is form is incorrect, he/she shall be disqualified from the recruitment process or services will be liable for termination without prior intimation.
13. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof.
14. The Institute reserves the right to increase/decrease the number of position/s and not to recruit against the advertised position/s.
15. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further selection process. No request in this regard will be entertained for review etc.
16. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate at the time of interview or should send his/ her application through proper channel.
17. The selected candidates will be expected to join within one month from the date of offer of appointment.
18. The appointment of SC/ST/OBC/EWS/PWD candidate shall be on provisional basis and will be subject to verification of Caste/ Tribe certificate etc.

19. The incumbent will be on a probation period which will be initial one year of the term and can be further extended up to another year based on performance evaluation.
20. During probation period, the services can be terminated by giving one month's notice period or salary in lieu of notice period if the performance or conduct of the incumbent is not found satisfactory.
21. The employment at the Institute shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the Institute from time to time.

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. The last date for submitting the online applications is May 08, 2023 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)