



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

Advertisement for Non-Academic Posts
Advt. No. 09/ 2022 dated 27th December 2022

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

1. Junior Manager-Grade-I (Accounts) : Two (02) posts

The employment to the above posts 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, etc., and MS Office.
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,
- Handling of the receipts of the Institute from tuition, hostel fee, conferences, seminars, etc., including banking of receipts, withdrawals, Bank 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 (7 th 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:

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. .
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: <https://iiitd.ac.in/careers/> . The last date for submitting the online applications is 22nd January 2023 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)