



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

Advertisement for Non-Academic Post

Advt. No. 02/2020 dated July 08, 2020

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

1. Manager (Accounts) : 01 (One) Post

The employment to the above post will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.)

Essential Qualification & Experiences

Post Graduate in the relevant field {M. Com, CMA, CA, MBA (with Finance as Major subject) or equivalent degree for the post} with minimum 55 % marks and (a) 3 years' relevant experience at the Pay Level-8 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 81,000/- (monthly salary drawn) for those working in a private setup or (b) 5 years' relevant experience at the Pay Level-7 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 77,000/- (monthly salary drawn) for those working in a private setup.

Desirable:

1. Working experience in a University/Education or Research Institution of repute on a regular scale.
2. Preference will be given to CA/CMA qualified candidates with experience as above.

Key Responsibilities

To work under the guidance and direction of the HoD for handling the following responsibilities:

1. Daily accounting of the Institute's receipts and payments and their reconciliation for time bound finalization of the annual accounts,
2. Processing payment requests of the Institute's divisions within the SLA period,
3. Handling audits, taxation (income tax, GST, etc.), reimbursement claims, payroll, etc. of the Institute,
4. Keeping track over the investments of the Institute for their timely investment and maturity,
5. Responding proactively and efficiently to the needs of all the stakeholders such as students, faculty, staff, vendors, etc.

6. Supporting HoD in the compilation of management information reports or any other report required by the statutory or Govt. authorities,
7. Monitoring incurrence of expenditure as per the approved budget of the Institute,
8. Coordinating with different divisions of the Institute in discharge of the assigned responsibilities,
9. Any other responsibility as may be assigned by the HoD from time to time.

Pay and Other Benefits

S. No.	Title of Post	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Manager (Accounts)	10	56,100/-	Rs. 117,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation at approved rate, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Account & such other benefits as applicable from time to time.

Note:

1. Qualification, 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. Those meeting the criteria should only apply. The application fee of those not meeting the criteria will not be refunded.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 40 years.
2. 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.
3. Prescribed qualifications are minimum and the mere fact that a candidate possesses 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 age, qualification and experience, etc.
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. The selected candidates will be expected to join within one month from the date of Offer of Appointment.
9. 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.

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) through online portal at <https://payments.iiitd.edu.in/pg/fees/pg.html> .

- ❖ Please fill up your Name, Email, Address, Mobile Number, and select purpose as "Job Application Fee for Manager (Accounts) July 2020" from dropdown, Total Amount 118 and tick terms checkbox. Then click on "Pay Now" button.
- ❖ You will be redirected to payment gateway to pay the fee through debit/credit card, net banking etc. Additional Charges on International Credit Cards and on Domestic Credit Cards/ Debit Cards as applicable will be levied.
- ❖ After fee payment, you will get a mail of payment details. Please check your inbox/spam carefully. You need to pick up the transaction id from there and fill up during submission of detailed application form. So keep that very safely.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/careers. The last date for receiving applications is August 14, 2020 by 5 PM. Incomplete application or if received after closing date will be summarily rejected and due to any reason will not be considered.

Registrar

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