



Date: 12.03.2022

ADVT. FOR THE POSITION OF JUNIOR ACCOUNTANT ON AD HOC BASIS

Applications are invited to fill up purely temporary positions of Junior Accountant at this Institute for a period of 11 months.

A candidate with the following qualifications will be considered:

- 1. Name of the Position:** Junior Accountant
- 2. No. of Positions to be filled:** One
- 3. Educational Qualifications & Experience:**

Essential:

- A Bachelor's degree in Commerce/CA (Inter)/ICWA (Inter) with at least **60 % Marks**
- Two years' working experience in Accounts.
- Good working knowledge of financial software packages like Tally or equivalent software, Excel, and Word processing.

Desirable:

- Fluency in English, both speaking and writing. Knowledge of Office Procedures, knowledge of FR/SR, CCA/CCS Rules and GFR.
- 4. Consolidated Pay:** Rs.35,000 /- per month-
 - 5. Tenure:** Contract for a period of 11 months. However, the selected candidate can be re-engaged for subsequent terms based on his/her performance and requirement of the Department.
 - 6. Mode of Selection:** Online interview
 - **Date:** Candidates will be informed about the date of interviews after short listing.
 - 7. Closing Date for applications:** Candidates fulfilling the above criteria may please apply in the Google form, the link which is given below, by **31-03-2022**

- 8. Please note that only those candidates who fulfill the essential qualifications as mentioned above shall apply and appear for the Interview. Ineligible candidates will not be allowed to appear for the interview.**

https://docs.google.com/forms/d/e/1FAIpQLSdYGhOw3ySdcdP7W3H4EcAq6dwvGVqf25_HdQ1UV2_8qXy-3Q/viewform?usp=sf_link

- 9. AGE:** Not exceeding 35 years as on 31st March 2022.

- 10. GENERAL TERMS AND CONDITIONS** - The Candidates will be required to produce all Certificates/testimonials, in original (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age for verification, and two recent passport size colored photographs along with one set of self-attested photocopies of all the documents for verification and records of IIT Hyderabad. This Advertisement is no commitment. Canvassing in any form will be a disqualification.

- 11.** For any query or additional information, candidates may write to office@ce.iith.ac.in

Sd/-

Head of the Department

Department of Civil Engineering