

INDUSTRIAL RESEARCH & CONSULTANCY CENTRE  
OFFICE OF THE DEAN(R&D)  
INDIAN INSTITUTE OF TECHNOLOGY,BOMBAY

Circular No. 159/2017

Dated:04-09-2017

Applications are invited for filling up the temporary position of Executive (Accounts) in the Industrial Research and Consultancy Centre (IRCC) of this Institute on contractual basis. The appointment is temporary initially for a period of 1 year and will be continued further subject to annual performance review. Details of the respective position is as follows:

<b>Position &amp; Salary</b>	Executive (Accounts) (1 Post ) Consolidated salary Rs. 30000-42000/- p.m. + out of campus allowance (OCA) if applicable.
<b>Age</b>	Below 40 years (relaxation as per rules)
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• Masters degree in commerce with 2 years of experience OR Bachelor degree in commerce with minimum 4 years of experience.</li><li>• Knowledge of accounting software, general financial rules, working knowledge in ERP-SAP software is desirable.</li></ul>
<b>Job Profile</b>	<ol style="list-style-type: none"><li>1. Financial management of sponsored projects.</li><li>2. Gathering, organizing, providing &amp; processing financial information and finalization of accounts.</li><li>3. Investment management and Tax management.</li></ol>

Candidate possessing the requisite qualification and experience should apply online at <http://www.ircc.iitb.ac.in/IRCC-Webpage/rnd/HRMSLoginPage.jsp> **Last date of receipt of application is 05-10-2017.** For internal candidates age relaxation is permissible. **No hard copy application will be accepted.** Shortlisted candidates called for test/interview will be required to attend at their own expenses.

**Asstt. Registrar (R&D)**