

## Advt. No. H-58/P(14)12-13

Applications are invited in prescribed format for recruitment of a Junior Accountants Officer (1 post) and Administrative Assistant (5 posts) in the Industrial Research & Consultancy Centre (IRCC) of this Institute on contractual basis for a period of 3 years. Initially the appointments will be made for a period of 1 year and will be continued further subject to annual performance review. Details of the respective positions are furnished below:

- 1. Position** : Junior Accounts Officer (1 Post)  
**Pay Scale** : Rs.9300 – 34800, Grade Pay Rs.4200  
**Age** : Below 40 years  
**Qualification & Experience** :
  - Master's degree in Commerce / Bachelor degree in Commerce with minimum 2 years work experience in the relevant area.
  - Knowledge of Accounting Software
  - Knowledge of F.R., S.R. P.F. rules, General Financial Rules essential.
- Desirable** : 5 years relevant experience in accounts including 3 years of supervisory work experience. Evidence of handling / operating Computer application software particularly those related to office management, word processing and knowledge of modern office management technique / approach necessary
- Job Profile** : Supervisory work for Project and Consultancy accounts
- 2. POSITION** : Administrative Assistant (5 Posts)  
**Pay** : Consolidated salary of Rs.14000/- p.m.  
**Age** : 27 years (relaxation as per rules)  
**Qualification** : Bachelors Degree + Knowledge of Computer applications and Proficiency in written and oral communication skills.  
**Desirable:** Knowledge of Office administration, accounting & data management, purchase procedure, Inventory management, audit work, letter drafting, record keeping & filing and other office related work.
- Work experience (Desirable)** : Preferably 1 year experience in similar capacity in a reputed organization.
- Job Profile** : All office work pertaining to accounts and administration office, purchase, inventory management and audit related work.

General Conditions:

1. Applications with full particulars quoting advertisement No. H-58/P(14)12-13 together with a Demand Draft of Rs.100/- (No application fee for SC/ST/PH & Woman candidates) drawn in favour of Registrar, IIT Bombay payable on SBI,

Powai, Mumbai and copies of certificates/ testimonials , etc. should reach the Sr. Administrative Officer (Admin), IRCC, IIT Bombay, Powai, Mumbai- 400 076 on or before 28<sup>th</sup> January 2013.

2. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
3. Candidates should send attested copies of certificates and mark sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
4. Application fees once paid shall not be refunded under any circumstances.
5. Application after the last date, incomplete in any respect and any fresh paper / enclosures after closing date, shall not be considered.
6. Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
7. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
8. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Educational Institutions, PSUs etc. should route their applications through proper channel. However, an advance copy of the application (along with applicable application fee) should be sent before the last date.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
10. The Institute reserves the right to: (a) conduct written/trade tests for such posts wherever, if the circumstances so warrant (b) not to fill any of the advertised position (c) fill consequential vacancies arising at the time of interview from available candidates. The number of position is thus open to change.
11. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement / Circular is large, it may not be convenient or possible for the Institute to interview/conduct written/trade tests for all applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement / Circular. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications/ experience prescribed along with attested photocopies of marks sheets / certificates.
12. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In

case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.

13. Eligibility of a candidate and satisfaction of any other Short listing criteria shall be considered as on the last date of the receipt for application.
14. No TA/DA shall be paid to the candidates for attending the interview.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence shall be entertained.

Downloadable prescribed application form is available on our website -  
[http://www.ircc.iitb.ac.in/IRCC-Webpage/rnd/PDF/Application\\_Form\\_JAO.pdf](http://www.ircc.iitb.ac.in/IRCC-Webpage/rnd/PDF/Application_Form_JAO.pdf)

The last date for receipt of duly completed application form is 28<sup>th</sup> January, 2013

Please refer the website link -  
<http://www.ircc.iitb.ac.in/IRCC-Webpage/rnd/JobOpportunities.jsp> for details of Recruitment norms.

Date: 04/01/2013

SR. ADMIN. OFFICER (ADMN)