

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

Advertisement No. Rect/Admn/2017/004

Online applications are invited for the following posts at IIT Dharwad

Sl No.	Details of the post	No of posts	Qualification and Experience
1	<p>Job Ref. No: Job/001</p> <p>Junior Superintendent (Accounts/Admin):</p> <p>Consolidated Pay: Rs. 35,000/- to 45,000/-. (all inclusive)</p> <p>Nature of the Job: On contract for a period of one year.</p> <p>Contract may be renewed if found necessary</p> <p>Age Limit: 35 Years (age limit may be relaxed in special cases).</p>	05	<p><u>Essential Qualification & Experience:</u></p> <p>Master's degree/Professional Qualification with minimum 4 years relevant experience</p> <p>or</p> <p>Bachelor's Degree with minimum 5 years relevant experience.</p> <p>Knowledge of computer applications essential, good oral & written communication skills.</p> <p><u>Area of Experience:</u></p> <p>Should have detailed experience in the payment of bills, Book keeping, finalization of Monthly & Annual Accounts, preparation of MIS reports, filing of tax returns, complying with statutory requirements, Preparation of Salary bills, Remittances, operation of NPS Account, Bank Reconciliation, preparation of Budget, attending to Audit Queries.</p> <p>Procurement of Material (both indigenous and imports), Drafting of Purchase Orders, Contracts, MoUs, Regulations relating to Material/stores Management, HR Functions/Academic Activities, General office procedures etc.</p>

2	<p>Job Ref. No: Job/002</p> <p>Office Assistant</p> <p>Consolidated Pay: 20,000/-to 28,000/- (all inclusive)</p> <p>Nature of the job: On contract for a period of one year.</p> <p>Contract may be renewed if found necessary</p> <p>Age Limit: 30 years (age limit may be relaxed in special cases).</p>	05	<p><u>Essential Qualification:</u></p> <p>Bachelor's degree with minimum 3 years experience in the relevant area. Knowledge of computer Applications. Good oral & written communication are essential.</p> <p><u>Area of Experience:</u></p> <p>Should have detailed experience in the payment of bills, Book keeping, finalization of Monthly & Annual Accounts, preparation of MIS reports, filing of tax returns, complying with statutory requirements, Preparation of Salary bills, Remittances, operation of NPS Account, Bank Reconciliation, preparation of Budget, attending to Audit Queries.</p> <p>Procurement of Material (both indigenous and imports), Drafting of Purchase Orders, Contracts, MoUs, Regulations relating to Material/stores Management, HR Functions/Academic Activities, General office procedures etc.</p>
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General Information:

1. All posts are temporary (on consolidated salary). Selected candidates shall work at IIT Dharwad and shall not have claim on any regular position and shall not bestow any of the privileges (housing and other benefits) available to regular employees of IIT Dharwad.
2. The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for written test.
3. The number of positions is open to change and the institute also reserves the right not to fill any of the advertised positions.
4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience laid down in the advertisement.
5. The Institute reserves the right to conduct the proficiency test for shortlisting criteria. Final selection will be done on the basis of the performance in the proficiency test.
6. Candidates should provide information in the prescribed format(online) in support of their qualification (matriculation onwards), experience, Date of Birth etc. Originals certificates should be produced at the time of document verification.
7. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with their signature.

8. Persons employed in Government and Semi-Government organization or Educational Institutions in regular capacity must provide a no-objection certificate from their current employer in support of their application.
9. Candidates wanting to apply for more than one post should apply for each post separately. Candidates should super scribe the Job No. and the Name of the Post on the envelope.
10. In case of any false information provided by the candidate in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/cancel any offers made/orders issued to the candidates.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
12. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface.
13. Candidate should ensure that they have requisite qualification from recognized Board / University / Institute.
14. Canvassing in any form will be a disqualification.
15. No interim correspondence will be entertained.

Candidates possessing the requisite qualification and experience may the apply by downloading the application form from the link http://iitdh.ac.in/upload/Non_teaching_Positions.pdf. Last date for receipt of the application in hard copy along with supporting documents is 29th January 2018 17.00 P.M.

Date: 26/12/2017

REGISTRAR, IIT DHARWAD