



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

Kandi, Sangareddy (Dist.) Telangana (State) - 502 284

No. IITH/88/MS/Accounts Asst./JICA/2023  
Date: 06.03.2023

### **ADVT. FOR THE POSITION OF ACCOUNTS ASSISTANT ON AD HOC BASIS**

Applications are invited to fill up purely temporary positions of Accounts Assistant at this Institute for a period of 6 months.

A candidate with the following qualifications will be considered:

- 1. Name of the Position:** Accounts Assistant (JICA cell)
- 2. No. of Positions to be filled:** One (01)
- 3. Educational Qualifications & Experience:**

Essential:

- A Bachelor's degree in Commerce/ preference will be given to CA (Inter)/ICWAI (Inter) passed persons/MBA Finance.
- Three years' working experience in Accounts and should have handled final accounts & Balance sheet.
- Good working knowledge of financial software packages like Tally or equivalent software, Excel, and Word processing.
- Experience in Income Tax & GST matters.

Desirable:

- Experience in SAP/ERP
- Fluency in English, both speaking and writing. Knowledge of Office Procedures, knowledge of FR/SR, CCA/CCS Rules.
- Working experience in the Accounts field in Central/ State Govt. offices and works related to accounts finalization/ passing of bills etc.

- 4. Consolidated Pay: Rs.25,000-40,000/- per month-** Based on the experience.
- 5. Tenure:** Contract for a period of 6 months. However, the selected candidate can be re-engaged for subsequent terms based on his/her performance and the requirement of the Institute. The appointment will be on an *ad hoc* basis and can be terminated at any time during the contract period with one month's notice from either side.

- 6. Mode of Selection:** Written Test.
- 7. Date of Written Test:** On **17.03.2023**, at 10:00 AM (Candidates will not be allowed into the campus after 10:00 AM)
- 8. Venue:** Academic Blocks, Kandi Campus, Indian Institute of Technology Hyderabad.
- 9. Closing Date for applications:** Candidates fulfilling the above criteria may please apply in the google form, the link which is given below, by **14.03.2023**. The shortlisted candidates will be informed over email to appear for the written test on **17.03.2023**. They should carry their Bio-data and all educational qualification certificates **(in Original)** along with ID proof.

<https://project2.recruitment.iith.ac.in/>

- 10. AGE:** Not exceeding 40 years as on **14.03.2023** (closing date for applications).
- 11. GENERAL TERMS AND CONDITIONS** - No TA /DA is payable to candidates appearing for the interview. 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 coloured 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.

Sd/-  
Registrar