

No.: TEXMiN/Rect./AE/2024-25/304

Dated: September 03, 2024

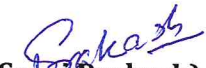

**EXTENSION OF LAST DATE FOR SUBMISSION OF APPLICATIONS FOR THE POSITION OF
ACCOUNTS EXECITVE**

With Reference to the Advt. no. TEXMiN/Rect./AE/2024-25/304 dated 22.04.2024 for filling the post of Accounts Executive at TEXMiN Foundation, IIT (ISM) Dhanbad, the last date for submission of Online Applications is hereby extended up to 22.09.2024 till 12:00 AM as follows:

Position Details	Existing Last date for submission of application	Extended Last date for submission of application
Accounts Executive	03.06.2024	22.09.2024

All other terms and conditions and procedures for submission of application prescribed in the earlier notification dated: 22.04.2024 will remain unchanged. Application has to be sent through e-mail to texmin@iitism.ac.in only. Application received through other modes vix., Fax / By hand will not be accepted and summarily rejected.

The candidates who have already applied for the above post in response to this Office advertisement on the website dated 22.04.2024 need not apply again. However, their candidature will be subject to fulfilment of their eligibility as on the revised closing date for receipt of applications.


(Suraj Prakash)
CEO/TEXMiN


No.: TEXMiN/Rect./AE/2024-25/304
Dated: April 22, 2024
POSITION FOR ACCOUNTS EXECUTIVE

Indian Institute of Technology (Indian School of Mines), Dhanbad [IIT (ISM) Dhanbad] has been entrusted for the establishment of a mining technology innovation hub under the National Mission for Interdisciplinary Cyber-Physical Systems (NMICPS). As mandated under the framework of National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) by Department of Science and Technology (DST), Govt. of India, Technology Innovation Hub (TIH) at IIT (ISM) is aimed at becoming the nodal centre heading the innovation activities in Exploration and Mining.

In order to carry out the activities of TIH, a section 8 SPV has been established in the name of TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION (TEXMiN) at IIT (ISM). The section 8 company will work as an umbrella body to nurture and promote the objectives and activities of TIH in Exploration & Mining in the framework of NM-ICPS, DST, GoI. TEXMiN Hub is financially supported by DST, GoI for a period of five years. The Hub is to be governed by its Hub Governing Body (HGB).

TEXMiN is looking for a dynamic Accounts Executive for the Mining Industries of the company for various Mining related development projects. The details of the post are as under:

Position	ACCOUNTS EXECUTIVE
Number of Position (s)	01
Company	TEXMiN Foundation, IIT (ISM) Dhanbad
Sponsoring Agency	DST, GoI
Tenure	Initially for a period of 2 years or till project tenure (Renewable/extendable based on annual performance)
Job Description	<ul style="list-style-type: none"> To perform various accounting, budgeting, finance and auditing. The Account Executive will require to undertake a variety of activities in the office ranging from filing audit and account related works. The Account Executive will have the ability to work diligently to help maintain smooth accounting operations. You must be reliable and hardworking with great accounting skills. The ideal candidate will also be familiar with GFR, GST, 80G and other tax related work.
Responsibility	<ul style="list-style-type: none"> Maintain accounts and records so they remain updated and easily accessible. Undertake finance tasks and issue invoices, checks etc. Assist in office management and organization procedures. Perform auditing and finance duties as assigned.
Essential Qualification	<ul style="list-style-type: none"> CA/ICWA/CS
Essential Experience	<ul style="list-style-type: none"> Proven experience of a minimum 3 years as an accountant or other financial position Familiarity with office procedures and basic accounting principles Working knowledge of GST Portal and Tax related work. Very good knowledge of MS Office and Accounting softwares Excellent communication skills Very good organizational and multi-tasking abilities Having experience in such a Technology Hub or Research Park for overall technological development.

Maximum Age limit	50 years
Salary	Rs. 40,000/- per month (consolidated) with 3-10% increment based on performance
Method of Recruitment	Online/Offline
Apply to	TEXMiN Foundation through email texmin@iitism.ac.in
Last Date & Time	September 22, 2024.
<ul style="list-style-type: none"> • Prospective candidates are required to send a copy of their updated cv along with enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc. through email at texmin@iitism.ac.in within the due date. • The shortlisted candidates will be informed through emails for attending the interview. The selected candidate will be required to bring the original certificates and supporting documents for verification at the time of joining. • The post is purely temporary and co-terminus with the completion of the tenure of the candidate, however continuation of the person in TEXMiN Foundation subjected to his/her satisfactory performance. • For further details candidates may contact through email: texmin@iitism.ac.in 	

***GENERAL INSTRUCTIONS TO THE CANDIDATES**

1.	<p>(a) The TEXMiN, IIT ISM Dhanbad reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) Fulfilment of qualifications per-se does not entitle a candidate to be called for selection process. Desirable qualifications shall also be taken into account for scrutiny of applications.</p> <p>(c) The TEXMiN, IIT ISM Dhanbad reserves the right for exceptionally meritorious candidate, the selection/scrutiny committee may relax the essential experience.</p> <p>(d) The TEXMiN, IIT ISM Dhanbad reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p> <p>(e) All advertised positions are purely temporary and contractual in nature and the selected candidates cannot claim for appointment against any regular positions in the Institute/ TEXMiN, IIT ISM Dhanbad.</p> <p>(f) The engagement of all advertised positions will be subject to their medical fitness and Police Verification.</p> <p>(g) The TEXMiN, IIT ISM Dhanbad reserves its right to terminate the contractual engagement of all advertised positions by giving one month notice or one month's remuneration in lieu thereof without assigning any reason.</p> <p>(h) Leave is not a matter of right. However, all advertised positions may be allowed 30 days' Casual Leave in a calendar year. The leave, if not availed by 31st December in the year will not be carried forward to next year and will lapse. They will not be entitled for payment of any cash equivalent in lieu of unutilized leave.</p> <p>(i) All advertised positions will not be entitled for any accommodation or any other type of allowance.</p> <p>(j) All advertised positions may apply for termination of their contractual engagement on two months' notice. However, their relieving will be subject to the condition that the work being undertaken by them does not get hampered and that an alternative arrangement has been made by the TEXMiN, IIT ISM Dhanbad prior to his/her relieving.</p>
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	(k) The TEXMiN, IIT ISM Dhanbad reserves the right to impose any other reasonable conditions to safeguard the interests of the TEXMiN, IIT ISM Dhanbad.
2.	The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc.
3.	The TEXMiN, IIT ISM Dhanbad reserves the right to assign/ transfer the selected candidates to any section/department within the TEXMiN, IIT ISM Dhanbad and engagements will be offered accordingly.
4.	The shortlisted candidates will be called for an Interview. In the event of receipt of large number of applications, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the interview. The Committee constituted to conduct the Practical Trade Test and Written Test will decide the minimum qualifying marks for Written & Practical Trade Test in accordance with the number of vacancies and performance of the candidates and its decision shall be final.
5.	<p>i) Applications received after the closing dates and incomplete applications will be summarily rejected.</p> <p>ii) The applicants should keep visiting the website of the TEXMiN and IIT (ISM), Dhanbad for any information related to the recruitment process.</p> <p>iii) TEXMiN, IIT ISM Dhanbad reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.</p> <p>iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.</p>
6.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

