



POSITION FOR ACCOUNTS PROFESSIONAL

CIL Innovation & Incubation Centre (CII Centre) has been setup at IIT (ISM) Dhanbad under flagship program - Atal Innovation Mission (AIM) with financial support over a period of 5 years to engage the community at large in innovation and entrepreneurial activities in the core business area of Coal India Limited.

The key objective of CII Centre is to nurture early innovators to ideate in the domain of Technology Innovation and Community Skill Development and promoting economically viable start-ups through pre-incubation and incubation.

CII is looking for a dynamic '**Accounts Professional**' to lead the centre and implement the objectives in a time bound manner. The details of the post are as under:

Position	Accounts Professional
Number of Position (s)	01
Tenure of Post	Initially for a period of 1 years (Renewable based on annual performance)
Job Description	To perform various accounting, budgeting, finance and auditing. The Account Executive will be required to undertake a variety of activities in the office ranging from filing audit and account related works. Executive Accountant 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 GST, 80G and 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	CA/ICWA Intermediate /CS with an experience of minimum 3 years
Essential Experience	<ul style="list-style-type: none"> • Proven experience of minimum 3 years as 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 software • Excellent communication skills • Very good organizational and multi-tasking abilities
Maximum Age limit	50 years
Salary	Rs. 35,000/- per month.
Method of Recruitment	Online / Offline
E-mail	Send your Resume at cii@iitism.ac.in
Last Date & Time	Nov 08, 2022, 5:00 P.M.



GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	<ul style="list-style-type: none">• The CII Centre reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.• Fulfillment 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.• The CII Centre 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.• The advertised positions are purely temporary and co-terminus with the completion of the tenure of the project however continuation of the person in the project is subjected to his/her satisfactory performance. For further details, candidates may contact through email: cii@iitism.ac.in. The selected candidates cannot claim for appointment against any regular positions in the CII Centre or the Institute.• The engagement will be subject to their medical fitness and Police Verification.• The Institute reserves its right to terminate the contractual engagement by giving one month notice or one month's remuneration in lieu thereof without assigning any reason.• Leave is not a matter of right. However, they may be allowed Leave of 2.5 days for each completed calendar month. 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 leave not availed.• They will not be entitled for any medical facility/ accommodation or any other type of allowance. However, annual increment @ 3% on the consolidated remuneration may be admissible if the contract is extended beyond one year.• They may apply for termination of their contractual engagement on two months' notice. However, their relieving will be subject to condition that the work being undertaken by them does not get hampered and an alternative arrangement has been made by the CII Centre prior to his/her relieving.• The CII Centre reserves the right to impose any other reasonable conditions to safeguard the interests of the Centre.
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 CII Centre reserves the right to assign/ transfer the selected candidates to any of its units.
4.	The shortlisted candidates will be called for Selection Process.
5.	No TA/DA will be admissible for appearing in the selection process.
6.	The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.