



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
झारखण्ड - 826004
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
JHARKHAND - 826004

No. 411002/5/2021-NFR

06 April, 2021

ADVERTISEMENT

(Engagement of Accounts Executive on Purely contractual basis in IIT (ISM), Dhanbad)

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B. Tech., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M. Tech., 5 yr. Dual Degree (B. Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M. Tech., full time and part time Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines.

The Institute invites application from Indian Nationals for contractual engagement of **Accounts Executive**, for a period of one year, initially, which may be extended by on year to year basis up to a maximum of three years depending upon the requirement of the Institute and assessment of performance:

Sl. No.	Name of the post (s)	No. of persons to be engaged	Consolidated Remuneration	Educational Qualification and Experience required
1.	Accounts Executive (purely contractual basis) on Age limit: Preferably below 40 years on the closing date.	1	Rs. 40,000/- per month	Essential Qualification: a) CA/ICWS/CMS with 03 years relevant experience in the field of Finance & Accounts, Budgeting, Auditing, etc. in Central Govt./State Govt. Autonomous Bodies/Public Sectors Undertaking/Organizations of repute. b) Proficiency in the use of variety of computer office applications, MS Word, Excel, Power Point or equivalent, Accounting Software, Tally is a must. Desirable: Knowledge of Govt. of India Rules & Regulations and all statutory laws related to accounting, taxation, etc.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	<p>(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) 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.</p> <p>(c) The Institute 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>(d) The positions of Accounts Executive are purely temporary and contractual in nature and the selected candidates cannot claim for appointment against any regular positions in the Institute.</p> <p>(e) The engagement of Accounts Executive will be subject to their medical fitness and Police Verification.</p> <p>(f) The Institute reserves its right to terminate the contractual engagement of the Accounts Executive by giving one month notice or one month's remuneration in lieu thereof without assigning any reason.</p> <p>(g) Leave is not a matter of right. However, Accounts Executive may be allowed 8 days' Casual Leave in a calendar year and Earned 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 unutilized leave.</p> <p>(h) The Accounts Executive will not be entitled for any medical facility/ accommodation or any other type of allowance. However, annual increment @ 5% on the consolidated remuneration may be admissible if the contract is extended beyond one year.</p> <p>(i) The Accounts Executive 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 Institute prior to his/her relieving.</p> <p>(j) The Institute reserves the right to impose any other reasonable conditions to safeguard the interests of the Institute.</p>
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 Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and engagements will be offered accordingly.
4.	<p>The shortlisted candidates will be called for 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.</p> <p>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.</p>
5.	No TA/DA shall be admissible for appearing in the Practical Trade Test / Written Test.

<p>6.</p>	<p>Application is required to be submitted online latest by 20th May, 2021 using the Non-Faculty Recruitment module available on the link https://nfr.iitism.ac.in/index.php/recruitment/User_login</p> <p>Notes:</p> <ul style="list-style-type: none"> i) Applications received after the closing dates and incomplete applications will be summarily rejected. ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process. iii) Institute reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates. 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. v) The persons presently employed the Central Government/ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NoC) from their employer for applying against this advertisement. They may submit their application without NoC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NoC at the time of interview.
<p>7.</p>	<p>Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.</p>

Registrar (Actg.)