



# TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION (TexMin)

Indian Institute of Technology (Indian School of Mines), Dhanbad

## POSITION FOR ACCOUNT 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 center 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 Mining in the framework of NM-ICPS, DST, GoI. TexMin is financially supported by DST, GoI for a period of five years. The company is governed by its Board of Directors. The day-to-day activities of the company is to be looked after by a full-time CEO.

TexMin Foundation at IIT (ISM) Dhanbad is looking for an Account Executive in the company to handle the finance and account related matters. The details of the post are as under:

<b>Position</b>	<b>Account Executive</b>
<b>Number of Position (s)</b>	01
<b>Company</b>	TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION
<b>Sponsoring Agency</b>	DST, GoI
<b>Tenure of Post</b>	Initially for a period of 3 years (Renewable based on annual performance)
<b>Job Description</b>	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.
<b>Responsibility</b>	<ul style="list-style-type: none"><li>• Maintain accounts and records so they remain updated and easily accessible.</li><li>• Undertake finance tasks and issue invoices, checks etc.</li><li>• Assist in office management and organization procedures.</li><li>• Perform auditing and finance duties as assigned.</li></ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• CA/ICWA</li></ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"><li>• <b>Proven experience of minimum 3 years</b> as accountant or other financial position</li><li>• Familiarity with office procedures and basic accounting principles</li><li>• Working knowledge of GST Portal and Tax related work.</li><li>• Very good knowledge of MS Office and Accounting softwares</li><li>• Excellent communication skills</li><li>• Very good organizational and multi-tasking abilities</li></ul>
<b>Maximum Age limit</b>	50 years

<b>Salary</b>	Rs. 40,000/- per month plus 5% increment per year (consolidated)
<b>Method of Recruitment</b>	Online / Offline
<b>Apply to</b>	TexMin Hub
<b>E-mail</b>	Send your Resume at <b>texmin@iitism.ac.in</b>
<b>Last Date &amp; Time</b>	<b>February 28, 2021, 5:00 P.M.</b>

- *No TA/DA will be paid to the shortlisted applicants called for the interview/skill tests. Prospective candidates are required to send a copy of their detailed biodata enclosing copies of the relevant supporting documents regarding age, essential qualification, experience, desirable profile etc. through email [texmin@iitism.ac.in](mailto:texmin@iitism.ac.in) within the due date. The shortlisted candidates will be informed through email for interviews [either in online or physically at IIT (ISM) campus].*
- *The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.*
- *The Posts 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 Mr. Rajen Dasgupta, Innovation Manager, TexMin Hub, IIT (ISM), Dhanbad, through email: [texmin@iitism.ac.in](mailto:texmin@iitism.ac.in).*