



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद  
धनबाद— 826 004 (झारखण्ड), भारत  
Indian Institute of Technology (Indian School of Mines), Dhanbad  
Dhanbad – 826 004 (Jharkhand), India

No. 411002/Accounts Executive/2019-Estt

13 Sept. 2019

**Advertisement**

**Sub: Engagement of Accounts Executive on Purely contractual basis in IIT(ISM), Dhanbad - regarding.**

The Indian Institute of Technology (Indian School of Mines), Dhanbad invites applications for engagement of Accounts Executive on purely contractual basis, for one year initially and renewable on year to year basis for a maximum period of three years subject to satisfactory performance to be evaluated by the Competent Authority. The details regarding eligibility criteria, terms of references etc. are as under:

**Accounts Executive (purely on contract) – 2 (two)**

**Essential Qualification:**

- CA/ICWA 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.
- 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.

**Age Limit:** Preferably below 40 years of age.

**Remuneration:**

The Accounts Executive engaged will be paid a consolidated monthly remuneration of Rs. 40,000/- per month. No other facility, allowances etc. shall be admissible.

**Increment**

If the period of Contract is extended beyond one year, an annual increment of 5% on the monthly remuneration shall be admissible.

(Continued on page 2 )

**General Terms and Conditions:**

- a) The engagement would be purely on contractual basis for a period of one year initially subject to satisfactory performance, at the sole discretion of this Institute. Any claim for absorption at the regular position in the Institute will not be entertained at any point of time.
- b) The Accounts Executive shall be eligible for 08 days of casual leave in a calendar year. 2.5 days Earned Leave shall also be admissible for each completed calendar month. This leave will not be carried forward in case the engagement period is extended by this Institute. Also no payment in lieu of unutilized leave will be paid by this Institute at the time of expiry of contract.
- c) The Institute may terminate the services of Accounts Executive in case he/she is unable to perform their duty to the satisfaction of the Competent Authority.
- d) The Institute shall also reserve the right to terminate the services of Accounts Executive at any time without giving any notice and also without assigning any reason.
- e) The Accounts Executive may have to attend office six days a week.
- f) The Accounts Executive may be required to attend duty on Saturdays, Sundays and other Gazetted Holidays in case of exigencies of work. No extra remuneration will be admissible for the same.
- g) No TA/DA shall be admissible to the Accounts Executive for Joining the assignment. Accounts Executive will not be allowed any foreign travel at Institute's expenses. However, he/she may be allowed TA/DA for travel inside the country in connection with official work assigned to him/her.
- h) The Headquarters of Accounts Executive will be at Dhanbad.
- i) Any resultant dispute shall be settled within the jurisdiction of Dhanbad.

**How to Apply**

Interested and eligible candidates may submit their applications with copies of certificates & marksheets in the prescribed proforma, duly filled in, to :

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

Dhanbad – 826 004 (Jharkhand)

The last date of receipt of applications is 31<sup>st</sup> Oct., 2019 till 05.30 p.m.

**REGISTRAR**



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद  
धनबाद- 826004 (झारखण्ड), भारत  
Indian Institute of Technology (Indian School of Mines), Dhanbad  
Dhanbad - 826004 (Jharkhand), India

**Application Form for engagement of Accounts Executive (On contract), Dhanbad**

- a) Name: \_\_\_\_\_
- b) Father's Name: \_\_\_\_\_
- c) Date of Birth: \_\_\_\_\_
- d) Domicile: \_\_\_\_\_
- e) Nationality: \_\_\_\_\_
- f) Residential Address: \_\_\_\_\_
- g) Permanent Address: \_\_\_\_\_
- h) E-Mail: \_\_\_\_\_
- i) Mobile No. \_\_\_\_\_ Res. No. \_\_\_\_\_
- j) Educational Qualification:
- k) All Educational Qualifications starting from highest qualification upto Matriculation to be mentioned.
- l) Copy of duly signed certificate and marks-sheet of each qualification is to be enclosed.
- m) In case of GPA, please enclose the appropriate GPA conversion table.

Examination passed	Board/ University/ Institution	Passing Year	% of marks/GPA

(Continued on page 2)

**Position held since entry into service:**

Sl. No.	Organisation/ Address	Designation	Pay Scale with grade pay (if any)	Period		Nature of Work Performed/ Experience
				From	To	

**References:**

Sl. No.	Name /Designation	Address	Mobile No. / Email
1			
2			

Any other specific information, if any, in support of your suitability for the said engagement (Use separate sheets, if required).

Enclosure:

Signature of the Applicant

Place:

Date: