



भारतीय प्रौद्योगिकी संस्थान दिल्ली  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

No: IITD/Estt.-2/Rectt./2018/

Date: 11.05.2018

**ADVERTISEMENT NO. E-II/14/2018 (W)**  
**Walk-In-Written Test/Interview**

Applications are invited from Indian Citizens for **01 post** of **Accountant** on purely contract basis for Development Office, AA&IP, IIT Delhi. The appointment initially may be made for a period of 01 year with a consolidated salary as per details mentioned below:

Post	Consolidated Salary	Age Limit	Minimum Qualification / Experience
<b>Accountant</b>  (01 Post)	Rs. 30,000 to 35,000/- per month commensurate with experience	Not exceeding 35 years as on the date of Interview	1. Post Graduate Degree in Finance/ Account or equivalent degree from a recognized University/ Institution. 2. Minimum working experience of 3 years in related areas like Fund Management, Finance, Accounts, Budget and Audit in Autonomous Organizations, Research & Development Organization / Universities / Industries/ Government/ Public Sector Undertakings, etc. Shall have appreciable knowledge of execution and evaluation of financial projects/ working of autonomous bodies, procedural and legal knowledge including Government Guidelines. The incumbent is desired to be well conversant with government functioning. 3. Having proficiency in operating Tally, MS Office packages and Operating Systems.
Date of Written Test/ Interview	Time of Reporting for Written Test/ Interview	Venue	
12.06.2018 (Tuesday)	09:30 a.m.	Senate Room, Near Director's Office, Main Building, IIT Delhi, Hauz-Khas, New Delhi- 110016	

**Duties & Responsibilities:**

The incumbent will be responsible for setting up and maintenance of Development Office Accounts under the above supervision of A.R. (AA&IP). He will be guided and advised by the Institute Main Accounts to ensure that all the relevant Institute rules and regulations are complied with and accounting procedures as laid down by the MHRD and followed by the Institute is taken care of. The accountant will be responsible for issue of receipts and annual statement of donors. The annual accounts prepared by the accountant will be forwarded to Main Accounts for further necessary action at their end.

The above incumbent shall be responsible for the Institute's internal arrangement of handling Development Office Accounts. The accountant will be under the administrative control of Dean (AA&IP) and w.r.t. the accounts related work, under the functional control of J.R./ D.R. Main Accounts.

To start with for an initial period of 06 months, the incumbent will be hand held by the Main Accounts Section in all Finance & Accounts related matter to ensure smooth transition.

**NOTE:**

1. No candidate may be entertained if, he/she reports after the above mentioned time of reporting.
2. There may be a Written Test to shortlist the candidates and only those who will qualify the Written Test, as per the decision of Competent Authority, may be shortlisted for Interview.

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3. Please note that this is purely a temporary arrangement and appearance in the Walk-In-Test/Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
4. Immediate joinee will be preferred.
5. No T.A/ D.A will be paid for attending the Written Test / Interview.
6. **The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for Written Test/ Interview at above venue.** Please bring your formal application along with Bio-data having complete information regarding educational qualification **indicating percentage of marks** of each examination passed, details of work experience etc. and a **recent passport size photograph**, along with **Original and self attested photocopies of certificates (academic & professional)** addressed to Assistant Registrar (Rectt. Cell), IIT Delhi. The specimen of "Application Form" is also available on the Website of IIT Delhi [www.iitd.ac.in](http://www.iitd.ac.in) (Please see column **Jobs@IITDelhi**, under the heading **non-academic**).

  
Asstt. Registrar  
(Rectt. Cell)

**DISTRIBUTION**

1. Institute Website
2. Notice Boards of IIT Delhi
3. A.R. (AA&IP)
4. Secretary to Dy. Director (Operations)
5. Secretary to Registrar