

INDIAN INSTITUTE OF TECHNOLOGY GOA
Goa Engineering College campus, Farmagudi, Ponda-403401 Goa

Advt.No. IIT Goa/JAO/2017/5

Dated 15-12-2017

Recruitment of a ‘Junior Accounts Officer’ on contract
(Consolidated salary basis)

IIT Goa, an Institute of national Importance has been established in the year 2016 by MHRD, Government of India in the state of Goa. The Institute is temporarily housed in the campus of Goa College of Engineering, Farmagudi, Ponda, Goa. The Institute is planning for construction of its own campus on about 300 ha land in Goa for which town planning and architectural work is under process.

The Institute is looking for a Junior Accounts Officer who can manage/supervise the Accounts Section of the Institute which deals with the following:

- Preparation and payment of the vouchers/bills.
- Process and make payments for purchases both indigenous and imported items.
- Process and payments of bills related to construction and maintenance of the civil, electrical, horticulture works, service contracts like manpower supply/other services.
- Pay roll including deduction/deposition of TDS deducted from the salary, maintenance of salary records, relevant forms and issue of Form-16, etc.
- Payments to the faculty and staff related to reimbursement of entitled allowances/TA/LTC, etc., and to keep the records/ledgers maintained.
- Maintenance of accounts records, bills/vouchers, ledgers both manually as well as electronically and to produce before the statutory audit during annual audit.
- Preparation of annual accounts, and bank reconciliation on monthly basis.
- Liaison with banks and empanelled CA to keep the accounts updated.

The Officer shall ensure that the Accounts Section maintains full and proper records of financial transactions and adopts systems and procedures as per the General Financial Rule/Fundamental and Service Rules of Govt. of India. He/She should also ensure that the Institute and its Department/Section and Units follow the Institute’s approved policy, if any or Government procedure, if there is no Institute’s approved policy for execution of works, as well as for procurement of services and supplies.

IIT Goa is an autonomous body under the control and fully funded by the Ministry of HRD, Govt. of India, the Institute follows GFR-2017 FR/SR and Govt. of India rules. The Officer must be well acquainted and conversant with the Govt. of India rules, regulations & policies and be able to maintain proper records/ledgers which are to be presented for annual audit which is conducted by the C&AG of India through its field offices.

The incumbent having post graduate degree with minimum 12 years of working experience in Accounts, out of which at least 6 years working experience in maintenance of accounts in a Govt. office or IITs/IISER and similar Institutions will be preferred.

The offer is initially for one year and shall be extended based on performance and requirement. The emoluments and perks will be commensurate on the basis of qualifications and experience of the candidate.

The candidates who fulfil the above requirements and have considerable work experience in the related areas may apply along with full details of qualification, experience, present/past posts held, emoluments drawn with pay scales and expected salary to the email id registrar@iitgoa.ac.in on or before 15th January 2018.

The eligible candidates may also submit hard copy of their application/detailed resume along with all relevant annexure at the following address;

OSD & Registrar In-charge
Indian Institute of Technology Goa
Administrative Block
Goa College of Engineering campus,
Farmagudi, Ponda- 401403, Goa

The last date of receipt of applications is **15th January 2018**.