A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

Advertisement for Non-Academic Post
Advt. No. 05/ 2019 dated May 24, 2019

Online applications are invited for the following position at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

1. Finance Manager (IRD)   : 01 (one) Post

The employment to the above post will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.)

Essential Qualification & Experiences

Post Graduate in the relevant field (M. Com, CMA, CA, MBA or equivalent degree for the post) with 55 % marks and Minimum 05 year's relevant experience.

Desirable:
1. Working experience in university/Education or Research Institution of repute on regular scale.

Key Responsibilities- Finance Manager (IRD)

1. Ensure timely submission of Utilization Certificates as desired by the funding agencies.
2. Ensure automation of IRD processes.
3. Timely settlement of advances and claims.
4. Administration of IRD activities for effective delivery of services.
5. Coordinate with faculty and other departments preferably with Finance and Accounts department for various financial matters.
6. Any other responsibility/ies as assigned by the Head of the IRD/Competent Authority.

Pay and Other Benefits

S. No.	Title of Post	Pay Level (7th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Finance Manager (IRD)	10	56,100/-	Rs. 108,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life

Insurance, Critical Care Illness, Gratuity, Leave Encashment, PDA & such other benefits applicable from time to time.

Note:
1. Qualification, age and experience/s will be reckoned as on last date for this advertisement.
2. Additional increments may be given to deserving candidates.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 40 years.
2. All the appointment will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
4. Shortlisted candidates will be informed for written test/ interviews through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
6. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
10. Number of positions may be increased or decreased depending upon the requirements'.
11. The selected candidates will be expected to join within one month from the offer of appointment.
12. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in. The last date for submitting the online applications is 20th June 2019 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

Registrar