



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### Requires

#### Clerical Assistant (Payroll)

The Institute has recently implemented SAP HCM and is looking for a dynamic candidate for Clerical Assistant position to take care of payroll of the Institute. The Institute has implemented 7<sup>th</sup> CPC for faculty and permanent staff members and it follows nearly all Central Civil Services Rules, 1965.

#### Key Responsibilities:

- Administration and Execution of payroll of the Institute.
- Ensuring accuracy in data entry in the SAP.
- Adhering to the timelines in payroll execution.
- Spirit of teamwork within as well as in other department to collect the payroll data.
- Ensuring compliance to various rules and acts.

#### Job Description:

- Collating the data for payroll from various departments of the Institute.
- Calculation of arrears of salary, incentive, retiral benefits, income tax, professional tax etc.
- Calculation of deductions such as loan, recovery, statutory deductions etc.
- Reviewing the pay fixation due to increment, promotion, placement in higher grade etc.
- Calculation of full and final settlement due to resignation, superannuation, VRS, term end etc.
- Timely submission of professional tax, income tax, LIC payment, loan payment to external agencies.
- Processing salary to permanent staff, project staff, contractual staff and temporary staff.
- Maintain records, history of payments as per Institute norms.
- Handle CAG and internal audit with respect to payroll.
- Calculation of pension, provident fund, national pension scheme, extra duty allowance and income tax.

#### Essential Qualifications, Experience & Skill Requirements:

- Proficient in English Language written and verbal communication as well as comprehension.
- Proficient in MS Office and working knowledge of SAP HCM.
- Graduate (full time).
- Minimum 2 years of experience in processing payroll of mid to big size corporate/institute. Preference will be given to the candidate having working knowledge of 7<sup>th</sup> CPC.
- Knowledge of all statutory laws related to payroll.
- The candidate should have analytical and problem-solving skills, leadership potential, agility and enthusiasm. Candidate should have demonstrated capability of being a team player and resourceful in managing challenges.

**Age:** Max. 28 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

**Reporting to:** The selected person will report to the Officer-HR

**Salary & Allowances:** Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **January 15, 2020**.

[Click here to Apply](#)