



## **RECRUITMENT NOTICE**

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Jr. Office Assistant**.

The position details are as follows:

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> is an Institution declared as Deemed to be University under <b>Sec. 3</b> of the <b>UGC Act</b> in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
<b>Industry / Service</b>	Higher Education
<b>Post / Job Title</b>	<b>Jr. Office Assistant</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	In-Charge – Accounts
<b>Will also work very closely with</b>	<u>Key Internal:</u> Faculty and Staff. <u>Key External:</u> Auditors, Vendors, Contractors, Projects team, Banks, Tax Agencies.
<b>No. of Positions &amp; Job Location</b>	<b>One Position in K.K. Birla Goa Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Checking of invoices received from various departments. Verifying the invoices for arithmetic accuracy.</li><li>• Checking reimbursement vouchers submitted by employees to ensure that the claim is as per the relevant policy guidelines of the Institute.</li><li>• Ensuring the tax charged by the vendor is as per applicable statute.</li><li>• Calculating the applicable taxes, if any, for each invoice before accounting.</li><li>• Payment of taxes like TDS / GST etc., and also accounting in accounting system.</li><li>• Accounting invoices / reimbursement vouchers in the accounting system under relevant head of account and also accounting the tax recovery, if any.</li><li>• Accounting tax invoices in accounting system.</li><li>• Accounting other recoveries, if any, as per purchase order terms.</li><li>• Printing journal vouchers from accounting system and enclosing with invoices / reimbursement vouchers.</li><li>• Preparing payment vouchers in the accounting system and printing the same.</li><li>• Preparing NEFT advice / NEFT worksheet / Account Transfer worksheet to hand over to bank or to upload in bankers' portal.</li><li>• Printing cheque for issuance to vendors' wherein bank account detail is not made available or for payment to Government departments.</li><li>• Coordinating with auditors for issuance of Form 15 CB certificate to facilitate payment to vendors through bank.</li></ul>



	<ul style="list-style-type: none"><li>• Accounting the receipt of DD / Cheque / Direct Credit in accounting system.</li><li>• Depositing DD's / Cheque received from customers / staff into bank for realization.</li><li>• Following up with bank to get realization of deposited DD / Cheque.</li><li>• Preparing tax invoices / receipts to issue to various customers.</li><li>• Preparation of customer-wise Statement of Dues on a monthly basis.</li><li>• Payment of advance to faculty / staff and also accounting in accounting system.</li><li>• Accounting &amp; payment of scholarship payable to First Degree / Higher Degree / Ph.D. students.</li><li>• Preparing Credit Notes to send to other campuses.</li><li>• Preparation of transaction reports for internal / statutory audit as per the format circulated by auditors.</li><li>• Preparing worksheets for Quarterly MIS.</li><li>• Any other responsibility assigned by the In-charge from time to time.</li></ul>
<b>Qualification and Personal Profile</b>	Graduate in Commerce with minimum 1 year of relevant accounting experience.
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Should possess excellent IT Skills, should be well versed with MS-Excel, MS-Word and should be able to work in the ERP environment.</li><li>• Should have the ability to work independently and as one of a team.</li><li>• Strong exhibit strong interpersonal and communication skills.</li><li>• Should be punctual, methodical, organized and self-motivated.</li><li>• Should exhibit a high degree of ownership, commitment and flexibility, should be able to put in extra hours as per work demands.</li></ul>
<b>Compensation</b>	Suitable candidate will be placed in Level 3 with a minimum pay of Rs. 21,700/- per month plus DA and other benefits as per Institute Norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within 31-Oct-2022 or it may be emailed to [hroffice@goa.bits-pilani.ac.in](mailto:hroffice@goa.bits-pilani.ac.in) within the due date.

Dean, Administration