Institute of Infrastructure, Technology, Research And Management

<div align="right">Date: 27/01/2023</div>

Advertisement for Office Executive (R&D Office / Accounts)

Key Responsibilities
- To manage the files for sponsored research project, consultancy project, testing and outreach projects managed by R & D / Institute office.
- To manage the accounts of projects managed by R&D / Institute office that includes preparation of receipt and payment vouchers, audit of the projects, reconciliation of Bank statements on monthly basis, Deposition of taxes as income, service or others to Government agencies, preparation of quarterly and annual account report for the projects managed by R & D / Institute office.
- To manage the accounts of Research Centers operating under the R & D / Institute office and R&D fund.
- To assist in recruitment, monitor the attendance records and timely disbursement of fellowships/stipend/salary of the project staff.
- To prepare and issue the utilization certificate, statement of expenditure, experience certificate, reports, contracts etc. as per the requirement of the project, funding agency and consultant.
- To carry out the purchase process of equipment for the projects managed by R & D / Institute office.
- To maintain data and do analysis for the projects managed by the R & D / Institute office.
- Preparation of Balance Sheets, Budget etc. as per the requirement of the Institute
- Any other task given by the Institute.

Essential Qualifications:
- M.Com/ M.B.A (Finance) with at least 60% marks or C.A. (after graduation) with at least 55% marks

<div align="center">OR</div>

  B.Com/ B.B.A (Finance) with at least 60% marks

Desired Qualifications:
- Knowledge of current versions of Tally or such other accounting software.

Experience:
- Minimum 3 years in accounting after Master Degree/CA and Minimum 5 years in accounting after Bachelor Degree

Duration:
- 1 year contractual with a possibility to extend depending on the performance

Salary:
- Rs. 30000 to Rs. 50000 per month based on the experience and credentials of the candidate

Age Limit:
- 32 years as on last date of submission of application
  05 years age relaxation for reserved category candidates

How to Apply:
The online application should be made on https://iitram.ac.in/career only and candidates are required to fill out the online form only.

Deadline:
The deadline for filling up the form is **16th February 2023 by 5:00 pm IST**.

Contact if you have any queries in filling up the form:
Institute of Infrastructure, Technology, Research and Management,
Maninagar East, Khokhra Circle,
Ahmedabad- 380026
Email: office@iitram.ac.in

Selection Procedure:
- Based on applications received, a merit list of qualified candidates will be prepared.
- For a particular post, about 3 times no. of candidates will be called for personal interviews and/or written tests. Candidates will be selected as per their performance in the interview and/or interview.
- Shortlisted candidates will be informed via e-mail. The list of shortlisted candidates will be available on the Institute website in due course time.