



# Indian Institute of Technology Jodhpur

## Office of Research and Development

Advt. No.: IITJ/R&D/2021-22/38

10 December 2021

### Project Recruitment

Applications are invited from the citizen of India for filling up the following temporary position in the Sponsored Research Project at this Institute. The position is purely temporary, initially for a period of 01 years, and extendable for a maximum period of 5 years but co-terminus with the duration of the project, on contractual basis with consolidated pay. The requisite qualification, experience and others details are given below:

1.	Project No.	I/R&D/20110014
2.	Project Title	Institute Overhead Accounts
3.	Name of the Project Investigator	Associate Dean (R&D)
4.	Duration for initial appointment	01 Year
5.	Name of the Post	R&D Assistant
6.	Post	03
7.	Consolidate Pay	29200- 31200 - 33200 - 35800 - 38400 - 41000 plus HRA as per institute norms (As per institute norms)
8.	Minimum Qualification and Experience	<u>Eligibility:</u> Graduate degree with 2 years work experience as Sr. Assistant or equivalent post/scale. <u>Desirable Experience</u> Experience and having knowledge of rules and regulations, Office Process of Govt./Autonomous organization etc.
9.	Job Description	<ul style="list-style-type: none"><li>• Preparation of Utilization Certificate.</li><li>• Tax related work including TDS and GST</li><li>• Validation of Bank Reconciliation</li><li>• Preparation of GST Invoice</li><li>• Preparation of Annual Accounts</li><li>• Maintaining foreign payment records</li><li>• PFMS Payment and Expenditure voucher entry of External Funds</li><li>• Supervision of Tally Entry</li><li>• Project Management</li><li>• Preparation of Salary</li><li>• Office Management</li><li>• Central government rules and regulation</li></ul>

		<ul style="list-style-type: none"> <li>Any other office work</li> </ul>
10.	Maximum Age	Below 45 Years

The candidates possessing the requisite qualification and experience should apply through the ONLINE process up to **24 December 2021**. The candidates are advised to send a soft copy of the application with all relevant documents to [recruitment\\_rnd@iitj.ac.in](mailto:recruitment_rnd@iitj.ac.in) (*Please mention the advertisement number in the subject line of the email*). *No need to send a hard copy.*

### General Instructions to Applicant(s)

1.	The post(s) is purely temporary and contractual for a period of 01 Year, and extension based on satisfactory performance, but co-terminus with the duration of the project
2.	Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
3.	Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
4.	Institute reserves the right to: <ul style="list-style-type: none"> <li>a. Fix, modify or revise the eligibility conditions, age and selection criteria as per its requirements, at any time.</li> <li>b. Fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.</li> <li>c. Place a reasonable limit on the total number of candidates to be called for the Written Test and/or Skill Test, Interview.</li> </ul>
5.	The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
6.	Higher initial pay may be given to exceptionally qualified/deserving candidate.
7.	No TA/DA shall be paid to the candidates for attending the interview.
8.	No correspondence will be entertained from candidates regarding interview and reasons for not being called for interview.
9.	Canvassing in any form will be a disqualification.
10.	No interim correspondence will be entertained.
11.	No need to send hard copy.

Officer In-charge  
Research & Development