भारतीय प्रौद्योगिकी संस्थान जोधपुर
**Indian Institute of Technology Jodhpur**
**Office of Establishment-II**
Admin Block (West), Nagaur Road, Karwar 342030, Jodhpur
*Phone: (0291) 280 1091; eMail: recruitment@iitj.ac.in*

**Advt. No: IITJ/ O(E-II)/2023-24/CA/54** **Dated: 31 May, 2023**

## ADVERTISEMENT FOR CHARTERED ACCOUNTANT (CA)/ CHARTERED ACCOUNTANT (INTERMEDIATE) POST ON CONTRACT

IIT Jodhpur intends to engage Chartered Accountant (CA) and Chartered Accountant (Intermediate) initially for a period of one year on full time basis. The posts are temporary and on consolidated salary basis. The details are as under:

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| **(A)** Name of the post | : | **Chartered Accountant *(on Contract)*** |
| Number of post | : | 01 |
| Essential Qualification | : | The candidate should be a Qualified Chartered Accountant (CA) from the Institute of Chartered Accountants of India (ICAI). |
| Essential Experience | : | Minimum 1 year work experience of Accounting in Educational Institution |
| Desirable Qualification | : | Graduation Degree in Commerce/Management with Specialization in Finance. |
| Age limit | : | **32 years as on closing date of application** |
| Consolidated Emoluments | : | Rs. 50,000/- per month consolidated |

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| **(B)** Name of the post | : | **Chartered Accountant (Intermediate)** ***(on Contract)*** |
| Number of Post | : | **01** |
| Essential Qualification | : | Chartered Accountant (Intermediate)/PE II/IPCC |
| Essential Experience | : | Minimum 1 year work experience of Accounting in Educational Institution |
| Desirable Qualification | | Graduation Degree in Commerce/Management with Specialization in Finance. |
| Age limit | : | **32 years as on closing date of application** |
| Consolidated Emoluments | : | Rs 35,000/- per month consolidated. |

**Other Information:**

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| Accommodation | : | Hostel accommodation at IIT Jodhpur Campus (subject to availability) *(Charges applicable).* |
| Duration/Tenure of appointment | : | The appointment for the above contractual positions will be initially for One year, which can be further extended up to a maximum of three years subject to satisfactory performance. |
| Job Description | : | All work related to Accounting, Preparation of all Financial reports, Preparation of Annual Accounts. Checking and Finalization of Utilization Certificate. Taxation related Activities (TDS, 15 CA/CB and GST). Any other work assigned by the Competent Authority from time to time. |

Candidates trained in computer applications will be given preference. The desirous candidates having requisite qualifications and fulfilling other eligibility conditions may apply for the post latest by **14 June 2023.**

**General Instructions to the applicants:**

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| 1. | Interested candidate who fulfills the above requirement must apply in the prescribed form online with all supporting documents through online mode (portal) only. Last date of submission of online application shall be **14th June 2023**. Applications received through any other mode or without supporting documents will not be acceptable and summarily rejected. The link of online application is **erponline.iitj.ac.in** .<br>The application which will be completed (frozen) shall only be considered and same can be downloaded till **16th June 2023.** |
| 2. | Selected candidates shall not have claim on any regular position and shall not be bestowed any of the privileges like Housing, Medical Facility and Other benefits available to the regular employees of the Institute. |
| 3. | Applicants are advised to ensure, before appearing for the post, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate shall be considered as on the last date of application. |
| 4. | Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents will be done before interview. |
| 5. | In case of large number of applicants, the Competent Authority, IIT Jodhpur reserves the right to shortlist candidates by adopting appropriate criteria. |
| 6. | The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease or NOT to fill any of the posts advertised. |
| 7. | No **TA/DA** will be paid for attending the *Interview*. |
| 8. | In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to *modify*, *withdraw* or *cancel* any communication made to the Applicants. |
| 9. | After joining the service of the Institute, the person(s) will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work. |
| 10. | The Institute shall verify the antecedents or documents submitted by a person 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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees. |
| 11. | No interim correspondence whatsoever will be entertained from the candidates. |
| 12. | Canvassing in any form or bringing in any influence political or otherwise will be a disqualification for the post. |
| 13. | In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. |
| 14. | For a query related to advertisement of the post, applicant may send e-mail on **recruitment@iitj.ac.in.**<br>However, enquiry/queries related to eligibility for the post/interpretation of rules or forwarding of CV will not be entertained. |

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**Registrar**