

Vishlesan I-Hub Foundation

INDIAN INSTITUTE OF TECHNOLOGY PATNA

ADVT NO: TIH/22-2

(Deadline for Application submission May 25, 2022)

IIT Patna Vishlesan I-Hub Foundation is a Section 8 – Not for Profit Company. The company is to operate as a Technology Innovation Hub (TIH) for technology development and act as a nodal centre spearheading the activities in “speech, video, and text analytics” under Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber Physical Systems (NMICPS) department of Science and Technology, Government of India.

Interested candidates are invited to apply for **Executive Accountant** positions, purely on temporary and contractual basis. Other details are as follows:

Name of the Post	Executive Accountant
No. of post	1 (One) like to increase
Emoluments (Consolidated)	<ul style="list-style-type: none">Rs 3-4 Lakhs per annum +10% HRA, with annual increment of up to 6% of initial salary may be considered based on performance.
Role	<ul style="list-style-type: none">Responsible for maintaining financial accounting data and to carry out purchase related activities for TIH in compliance with government rules and to perform any jobs as assigned by TIH Administration from time to time.Maintain up-to-date accounts, audit ready & compliant to applicable rules of accounting and taxation and fund availability status.Record keeping of all the financial transaction related filesMaintain payroll data, prepare and process monthly payroll based on payroll rules. Accurate bill payments to vendors.Timely tax payment to the government and carrying out all necessary compliance action.Prepare Utilization Certificate (UC) by collecting, analyzing and summarizing account information.Provide accounts related reports to management as needed & other activities as assigned by the management.Excellent in using accounting software such as Tally for account maintenance & reporting.
Minimum Educational Qualification & Experience	<ul style="list-style-type: none">B.Com(Hons)/M.Com from reputed Institute/Universities, candidate must have a minimum 2 years experience of relevant work in accounting.Work experience in government organization must be preferred.
Tenure of Appointment	<ul style="list-style-type: none">Initially for a period of Six Months which may be extended further on subject to performance of the incumbent and continuation of the project. Appointment may be terminated by either side by a notice of one month.
Age	<ul style="list-style-type: none">Not more than 40 Years as on closing date of advertisement.
Accommodation	<ul style="list-style-type: none">Suitable accommodation within the IIT Patna campus will be provided as per the availability.

Interested candidates should fill the details through Google form available under this advertisement at IIT Patna and TIH IIT Patna website before May 25, 2022.

<https://forms.gle/moQXTRboMhwWUUSi8>

For any query, please write to vishleshan-i-hub-foundation@iitp.ac.in