

Advertisement for the posts of Senior Accountant (1) and Attendant (1)

Location: IIT Patna

Company: IIT PATNA VISHLESAN I-HUB FOUNDATION

(A Section 8 - Not for profit Company)

About the Company

1) To operate as a Technology Innovation Hub (TIH) for technology **development** and act as a nodal center spearheading the activities in “speech, *video*, and *text analytics*” under Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS).

2) To organize, undertake, monitor and promote programs under “*speech, video, and text analytics*” mainly in three major sub-domains: speech, video, and text analytics, with applications in the areas of **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas. The aim of the hub is to undertake developments of new areas of research, technology development, innovation, professional education, entrepreneurship, brand building, technology commercialization and product management; for the dissemination and deployment of intellectual property; and for public outreach in the above mentioned areas.

3) To create a platform for research and innovation in the area of “*speech, video, and text analytics*” mainly in the following major domains: **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas between IIT Patna and industry.

4) To incubate and nurture the translation of ideas and innovations in the field of “speech, video and text analytics” emerging from the scientific, technological and knowledge capital, to generate commercial and social impact and to contribute to the economic development and social well-being of the Region and Country by building the necessary infrastructure for creation and translation of technology to market readiness, by supporting adoption of it by existing ventures and creation of startup ventures, and by creating networks between academia, industry and financial institutions and other such assistance as required.

5) The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

Senior Accountant :: No of posts: 1

Job Description

The executive-accountant will be responsible for maintaining financial accounting data and to carry out purchase related activities for TIH in compliance with government rules and to perform any other job as assigned by TIH administration from time to time. Key job responsibilities of the roles are:

Account Management:

- Maintaining up-to-date accounts of TIH in a timely manner with accurate entries of all financial transactions.
- Maintain account audit ready and compliant to applicable rules of accounting and taxation.
- Record keeping of all the financial transaction related files
- Maintain payroll data, prepare and process monthly payrolls based on payrolls rules.
- Timely and accurate bill payments to vendors.
- Ensure that financial transactions are carried out in compliance to government rules.
- Timely tax payment to the government and carrying out necessary compliance actions
- Maintenance of fund availability status.
- Prepare utilization certificates (UC) by collecting, analysing and summarizing account information.
- Provide account related reports to management as needed.
- Other activities as assigned by the management from time to time.

Educational Qualification: B. Com (Hons) /M.Com with relevant experience.

Experience and Skill Set Requirement

Experience

- The candidate must have a minimum of 3 years of the relevant work experience in accounting and purchase with Bachelor's degree in Commerce. The candidate with M.Com must have 1 year of experience in accounting and purchase.
- Work experience in the government organization / industries will be an added advantage.

Skill Required

- Excellent skill in using accounting software such as Tally for account maintenance and reporting.
- Very good skill in MS office.
- Very good verbal and written communication skills.
- Should be comfortable in using English for verbal and written communication.

Compensation: Upto Rs.3.6-5.4 lakhs annual (based on experiences, and negotiable) fixed salary (No allowances and accommodation)

Tenure: Initially 3 years (Renewable based on annual performance/appraisal)

The above criteria may be relaxed for candidates with exceptional qualification and experience.

Age: Less than 40 years

Termination:It is a temporary position and the service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. Company may withdraw or discontinue any position any time.

Note: Interested aspirants may forward their details (application letter in support of the post along with CV and other documents as one PDF file) to vishleshan-i-hub-foundation@iitp.ac.in (cc to adean_rnd@iitp.ac.in) by February 28, 2021. The few best candidates will be called for test/interaction/interview

Attendant:: No of posts: 1

Job Responsibilities:

- Assist with day to day operation in organizing files, copying and scanning files.
- Updating paperwork, maintaining document and word processing.
- Coordinating in events and meeting as necessary.
- Creating, maintaining and entering information into registers.
- Ensure neat and clean office area maintain effective environment both employee and customers.

Other Essential Skills:

- Polite and presentable with good interpersonal skills.
- Ability to read, write and understand Hindi and/or English.

Educational Qualification: 10th Minimum. Relevant experience in the field will be preferred.

Compensation: Upto Rs. 1.44-2.4 lakhs annual (based on experiences, and negotiable) fixed salary (No allowances and accommodation)

Tenure: Initially 3 years (Renewable based on annual performance/appraisal)

The above criteria may be relaxed for candidates with exceptional qualification and experience.

Age: Less than 45 years

Termination: It is a temporary position and the service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three month. Company may withdraw or discontinue any position any time.

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All candidates are also required to submit/send their resume along with copies of documents providing eligibility and experience by **HARD COPY** via registered/speed post to the address given below. The post applied for should be specified on the envelope:

Associate Dean Research and Development
Indian Institute of Technology Patna
Amhara Road, Bihta, Patna-801106
Bihar, India

Resume should have details like Name of the post applied, Candidate's name, father's name, date of birth of the candidate, present and permanent address, mobile no, email id, qualification including mark percentage of boards/universities, years of relevant experience, skill set, area of expertise and other relevant information which shall suit the requirement of TIH, IIT Patna.

Last date for submission of applications is **28th February 2021**. Applications submitted with the attached prescribed format will be only considered for further process. Applicant may enclose his/her resume along with it.

You can visit www.iitp.ac.in-> notice board for more details.

Shortlisted candidates will be called for a test/interview. The date of test/interview shall be intimated to the shortlisted candidates via email/Institute website (www.iitp.ac.in)

APPLICATION FORM

Recent
passport size
Photo

Post Applied : _____

Candidate's Name : _____

Date of Birth : _____ Age as on 28.02.2021 _____ Gender _____ Marital Status _____

Father's Name : _____ Nationality _____

Present Address :

Permanent Address : _____

Phone No : _____ Email : _____

Educational Qualification

Board/ University	Exam Passed	Year of Passing	Marks Obtained	Percentage/ Division

Work Experience

Sl No.	Organization	Period	Total Years/Months	Role/ Designation
1				
2				
3				
4				

Skill Set and Area of expertise:

Note: This is mandatory to fill up this application. Applicant may enclose his/her resume along with it.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date:

Signature of applicant

Place: