



03 January 2024

**Notification for Recruitment of Executive Accounts, GSCOE**

**Ref: IITPKD/2024/001/GSCOE/PRG**

● **Scope of work Including but not limited to:**

- Budgeting
- Accounts payable
- Accounts receivable
- Payroll
- TDS & GST
- Co-ordinating with auditors for Statutory Compliance
- Assist in internal and statutory audit procedure
- Maintenance of asset register
- Preparing fund utilization statement for respective periods and utilization certificate for external funding agencies
- Purchase Orders
- GeM Procurement
- MIS
- Reconciliation

The person will also be required to assist in HR & administration, Planning, Co-ordinating and Executing various events as and when required

● **Required Skill Set:**

- Tally ERP 9
- MS Office
- Budgeting
- Accounts payable
- Accounts receivable
- Payroll
- TDS, GST
- GeM Procurement
- MIS
- Account Reconciliation

- **Eligibility:** B.Com from a recognized university with 60% aggregate or equivalent CGPA with a minimum of five years of experience.
- **Age Limit:** 35 years as on the closing date of application, with relaxation to candidates belonging to OBC/ SC/ ST/ PWD categories as per Government of India norms.
- **Appointment Duration:** Based on performance of the candidate, the duration given shall vary from 1-3 years.
- **No. of Positions:** One
- **Salary Particulars:** The consolidated monthly remuneration for this position will be in the range of Rs. 40,000/-.
- **Deadline for application:** 15 January 2024 (Monday)

Candidates satisfying the required skills may send their resumes and certificates pertaining to educational qualifications starting from class X (in a single PDF) to “[pd-gscoe@iitpkd.ac.in](mailto:pd-gscoe@iitpkd.ac.in)” and “[jpd-gscoe@iitpkd.ac.in](mailto:jpd-gscoe@iitpkd.ac.in)”. The subject of the e-mail application should be **Application for Executive Accounts, GSCOE - IITPKD/2024/001/GSCOE/PRG**. The candidate is expected to join immediately after receiving the offer letter.

\*\*\*\*\*