

**Advertisement for the post of Junior Accountant(Adhoc)**

**About the Company**

Indian Institute of Technology Tirupati (IITT) has established the IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF) to facilitate the Technology Innovation Hub (TIH) on Positioning and Precision Technologies (PPT) approved by National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) and coordinated by the Department of Science & Technology (DST), Government of India. The Hub has been registered as a Section 8 Company under the Companies Act 1956. The Company will be initially supported by the DST for five years, following which it should generate its revenue to continue with its functions. The Company aims to create a strong foundation and a seamless ecosystem to promote knowledge generation, translation research, technology and product development, human resource development, innovation & commercialization standards and international collaborations in PPT.

**About IIT Tirupati**

IIT Tirupati is one of the twenty-three IITs created by an Act of Parliament as Institutes of national importance. The objective is to nurture scientists and technologists of the highest caliber who would engage in research, design, and development to help build India towards self-reliance in her technological needs. IITT started functioning from 2015 and is amongst the youngest premier institutes in the nation. Since its inception, IITT has engaged in providing meaningful education in engineering and science while conducting original research of the highest standard. The Institute boasts of a sprawling 548-acre campus with a dedicated 19-acre space earmarked to establish Research Park and Innovation Hubs.

**Job Description**

Position	Junior Accountant (Adhoc)
Company Location	IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF) IIT Tirupati, Yerpedu Post, Tirupati District, A.P. - 517619

Scope of the job	<p>The Junior Accountant will be responsible for the following:</p> <ul style="list-style-type: none"> <li>● GST Return filing</li> <li>● IncomeTax Return filing</li> <li>● Maintenance of Cashbook in Tally software being used for IIT TIRUPATI separately for IITTNIIF also with a Subunit and not taking into the Book of Accounts of IIT Tirupati. However, we can get journals and ledgers separately for IITTNIIF from the same. This can be done in-house</li> <li>● Simple format for TA Claims to be generated and circulated.</li> <li>● Salary Voucher to be prepared at least three days in advance of the payment date and get it signed by the competent authority and other logistic purpose like refreshments etc.</li> <li>● Having Knowledge in the PFMS Portal.</li> <li>● Finance quarterly report preparation</li> <li>● Having an explicit knowledge in recurring and nonrecurring</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>● Should have a minimum qualification of B.Com/Preferable to have C.A(Inter) or MBA(Finance)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Minimum of 3+ years of experience</li> </ul>
Requirement	<ul style="list-style-type: none"> <li>● Should have expertise in Tally package, including preparation of Annual accounts</li> <li>● Should have experience in the operation of PFMS for IITTNIIF and all entries</li> <li>● Upload all Physical transactions into PFMS</li> <li>● To operate PFMS for all receipts and payments</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>● Pay(Rs.) 25,000/- to 35,000/- Per month (Consolidated)</li> </ul>
Tenure	<ul style="list-style-type: none"> <li>● Initially 3 Months (Renewable based on their performance)</li> </ul>
Age	<ul style="list-style-type: none"> <li>● Less than 40 years</li> </ul>
Termination	<p>It is a temporary position, and the Intern's service shall be liable to disengage during the tenure at any time by notice in writing given either by the Project Assistant to the Appointing Authority or by the Appointing Authority to the Project Assistant. The period of such notice shall be 7 days. The Company may withdraw, modify or discontinue any position at any time.</p>
Last date	On our before 29th Feb 2024
<p><b>To Apply:</b> <a href="https://forms.gle/zqD6texc5BhRDMk27">https://forms.gle/zqD6texc5BhRDMk27</a></p> <ul style="list-style-type: none"> <li>● Shortlisted candidates will be informed through email for the interviews.</li> <li>● The candidate is also required to bring the original certificates and supporting documents for verification at the time of interviews.</li> <li>● <b>For any queries, please write to <a href="mailto:recruitment@iittnif.com">recruitment@iittnif.com</a>.</b></li> </ul>	

Tirupati  
Yerpedu - Venkatagiri Road, Yerpedu Post  
Tirupati District, Andhra Pradesh - 517619, India.