



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under Department of Science and Technology, Govt. of India)

Paschim Boragaon, Garchuk, Vigyan Path, Guwahati-781035

Advt. No: 459

Date: 20/11/2023

RECRUITMENT NOTICE

Institute of Advanced Study in Science and Technology (IASST) invites application from Indian nationals for engagement as Assistant (Finance & Accounts) on contract basis, initially for a period of 11 months from the date of engagement which may be extended subject to the need of the institute and satisfactory performance.

Details of the engagement are given below: -

1. **Name of position:** Assistant (Finance & Accounts)
2. **Number of position:** 2 (Two)
3. **Age limit:** Candidates should be below 30 years of age on the date of advertisement.
4. **Period of contract:** Initially for a period of 11 months from the date of engagement which may be extended subject to the need of the institute and satisfactory performance.
5. **Remuneration** (per month): Rs. 30,500/- (Fixed). No other allowances will be admissible.
6. **Education qualification:** (a) B.Com from a recognized university, (b) Proficiency in accounting software (Tally) and MS Excel.
7. **Experience:** Minimum 3 years' experience in a Government Organization/ University/ Research Institution/ Reputed Organization in Handling Accounts and purchase related works independently. Experience in handling of cash and extramural project work will be preferred. Candidates should have very good verbal and written communication skills and be comfortable in using English for verbal and written communication.
8. **Desirable qualification:** Master's degree in commerce
9. **Job description:** The Assistant (Finance & Accounts) shall be solely responsible for maintenance of accounts, preparation of UC/SE, handling of cash and any other accounting works. Key job responsibilities is enclosed in Annexure I.
10. **Submission of applications:** Interested candidate, who fulfill the eligibility criteria, may submit their applications online along with supporting documents and curriculum vitae (CV) within 15 days from the date of publication of this advertisement.

Only short listed candidates will be called for the interview. The candidate should bring all necessary documents in support of their age, qualifications, experiences, etc. in origin at the time of interview. No TA/DA will be provided to candidate for appearing the interview.

Registrar, IASST

Annexure I

Key job responsibilities

Account Management:

1. Assisting in Handling of cash and keeping of records of all cash related transactions.
2. Maintenance of books of accounts in mechanized environment.
3. Record keeping of all the financial transaction related files
4. Maintain payroll data, prepare and process monthly payrolls based on payrolls rules.
5. Timely and accurate bill payments to vendors.
6. Ensure that financial transactions are carried out in compliance to government rules.
7. Timely tax payment to the government and carrying out necessary compliance actions
8. Maintenance of fund availability status.
9. Prepare utilization certificates (UC) and Statement of Expenditure (SE) by collecting, analysing and summarizing account information.
10. Provide account related reports to management as needed.
11. Other activities as assigned by the management from time to time.

Registrar, IASST

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