



## Indian Institute of Information Technology Sri City, Chittoor

An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/Recruitment/Staff/2023/09/Finance and Accounts/02

Opening Date: Sep 13, 2023

Closing Date: Sep 27, 2023

### Advertisement for Recruitment of Manager/Assistant Manager (Finance & Accounts) on contract basis

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development. IIITS offers BTech in three programs (1) Computer Science & Engineering (CSE), (2) Electronics & Communication Engineering (ECE); and (3) Artificial Intelligence and Data Science (AI & DS) and also offers PhD programs. The institute is located in Sri City about 70 KMs from Chennai on the Nellore Highway. Visit [www.iiits.ac.in](http://www.iiits.ac.in) for more details.

IIIT Sri City is looking for highly skilled professionals to take up the following position.

#### Position: Manager / Assistant Manager – Finance & Accounts

#### Qualification & Experience:

##### Essential:

- CA/ ICWA or Master's degree in Commerce / CA Inter / ICWA (Inter) or equivalent from a reputed Institute/University with Minimum 5 years of relevant work experience in Central / State Govt. or similar organized services / Semi Govt./ PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance / Educational Institutions related experience in accounts and hands on **experience on Tally accounting software and MS Office** in a managerial position

(OR)

Bachelor's Degree in Commerce or equivalent from a reputed Institute/University with Minimum 10 years of relevant work experience in Central / State Govt. or similar organized services / Semi Govt./ PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance / Educational Institutions related experience in accounts and hands on **experience on Tally accounting software and MS Office.**

- Provide effective managerial skills to the other staff members within the office.
- Excellent verbal and written English language and communication skills
- Proficient in Tally accounting softwares, Microsoft applications
- Attention to detail, ability to multi-task and good team playing skills
- Excellent organizational skills

## Desirable:

- Candidates having familiarity and understanding of Purchase matters and having knowledge of General Financial Rules (GFR), Public Financial Management System, statutory compliances including finalization of accounts and preparation of financials etc.
- Should know rules related to GST, IT.

## Responsibilities:

Key Responsibilities include, but are not limited to:

- Work closely with the Registrar / Reporting Officer to efficiently manage the available fund. Closely collaborate with various section heads to other internal key stakeholders to manage finance and account of the Institute.
- To ensure all financial compliances for the Institute.
- Complete maintenance of Accounts / Day to Day Accounting of income and expenses, updation of records in Tally and PFMS and administration of funds according to the approved budget
- Dealing with all kinds of banking transactions including inward/outward RTGS/NEFT, SWIFT system for inward as well as outward remittances in foreign currency
- Knowledge of GST and Income tax provisions and filling of periodical monthly quarterly/half yearly returns.
- Monitoring of Receipts Entries
- Payroll Process & NPS Challan Generation
- Verification of BRS
- Verification of Bills with all supporting documents
- Coordination with vendor for clarification of bills as well as payments
- Preparation of financial statements, utilization certificates of various sponsoring agencies etc
- Preparation of the draft audited financial statements and tax returns
- Preparation of financial information in the annual report
- Experience in consolidating annual accounts
- Rendering Assurances/Support to CAG/Auditors while inspecting books of accounts
- Internal Audit compliance
- Furnishing replies to Audit Queries, follow up with Auditor's for Auditor's Certificates, etc.,

Note: The candidate may be offered a different position based on existing qualification, experience and skill sets, if he/she is willing.

**Nature of appointment** : Purely temporary and no guarantee for regular appointment

**Type of role** : Contract for a period of 11 months (extendable based on performance and the requirement of the Institute)

**Location** : Sri City, AP

**Compensation** : Commensurate with qualification and experience

- **Manager** : Rs.50,000/- to Rs.60,000/- (on consolidated pay)
- **Assistant Manager** : Rs.35,000/- to 40,000/- per month (on consolidated pay)

**Start Date** : Immediate

**Age** : Not more than 45 years as on 1 Sep 2023

## How To Apply:

Filled in Application Form (prescribed format only) along with supporting documents with signature on each page and passport size photograph in scanned version should be sent to [careers.staff@iiits.in](mailto:careers.staff@iiits.in) (only) **on or before 27/09/2023**. However, hard copy of application along with documents should reach the **undersigned before 30/09/2023** (Please note that hard copy of the application along with all documents is compulsorily required). Address for sending the hard copy of duly filled in application with supporting documents with signature on each page in a cover superscribed with "Application for the Post of Manager / Assistant Manager – Finance & Accounts" by Speed Post is:

The Registrar  
Indian Institute of Information Technology Sri City, Chittoor  
630 Gnan Marg, Sri City  
Tirupati District - 517 646, Andhra Pradesh, India

Candidates called for the selection process will be required to attend at their own expense

## Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test /skill test /interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
6. In case of any advertisement mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.
7. Candidates shall have to produce original documents for verification at the time of appearing in the selection process.
8. In case of any dispute /ambiguity /confusion that may occur in the process of selection, the decision of the institute shall be final.
9. Any corrigendum or amendment regarding this advertisement will be published on our website [www.iiits.ac.in](http://www.iiits.ac.in)

Col.T.Umasankar, Retd.  
Registrar