



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Dated: 19.10.2022

### Advertisement No. 11/2022

The Institute invites the online applications from the Indian Citizens for the following posts purely on contract basis.

| Code No. | Name of post                           | No. of post | Monthly Consolidated Remuneration | Minimum Qualification / Experience  |
|----------|--|-------------|-----------------------------------|---|
| 1.       | Project Assistant (Account & Purchase) | 02          | Rs. 19000/- per month             | <p><b>Essential:</b></p> <p>Graduate degree in Commerce or Business Management with at least 55% marks in the qualifying degree. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Minimum 01 yrs work experience in Finance / Accounts in Govt. Offices or in educational institution or business organizations of repute</li><li>• Knowledge of Office Procedures, softwares, rules and regulations generally operative in govt. offices or in educational institutions.</li><li>• Candidates with the knowledge of GFR and FR&amp;SR. Rules, account Code, General Financial rules of central govt. will be preferred.</li></ul> <p><b>Age Limit:</b> Preferably below 27 year</p> |

This engagement will be purely on contract basis for a period of one year from the date of joining, which may be extended on the basis of consistent good performance. The engagement shall be for a maximum period of 05 years.

#### General Instructions:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
3. The candidates are required to apply ONLINE only from 19/10/2022 to 03/11/2022 upto 5:00 p.m. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website <http://www.iitrpr.ac.in/staff-positions>. Application will NOT be accepted through any other mode.

4. Please note that this is purely a temporary arrangement and appearance in the test/interview and selection thereafter, will not entitle the candidate for any claim what-so-ever or permanency on the regular establishment of IIT Ropar
5. The candidate must be a citizen of India.
6. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
7. Candidates shall have to produce original documents at the time of appearing in Written Test/ Skill Test, Presentation & Interview as applicable. In the absence of the same, candidature will not be considered for written test / skill test / presentation / interview.
8. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc.
9. Institute is free to restrict/change the criteria to call the eligible candidates for the Written Test/ Skill Test, Presentation & Interview.
10. The qualification prescribed should have been obtained from recognized Universities/Institutions.
11. Applications received through E-mail / offline mode / incomplete / not on prescribed format will not be entertained/ accepted.
12. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.
13. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
14. No TA/DA will be paid to the candidates for attending the written test, trade test, presentation and interview.
15. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.
16. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
17. If there is any corrigendum/addendum, it shall only be published on Institute's Website only.
18. The candidate should scan his / her passport size photograph, signature, certificates of educational qualification & experiences and upload these at appropriate places in the online application form before submitting the same.

**REGISTRAR**