

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Devghat , Jhalwa, Allahabad, UP, India,211012

**Date of Issue: 14/11/14**  
**Revised as on 20.11.2014**

## **Vacancy Circular**

### **Sub: Filling up of posts on Deputation Basis**

Indian Institute of Information Technology, Allahabad, is interested in the recruitment in certain positions on deputation basis. The particulars of the posts along with minimum and desirable qualifications are enclosed herewith as **Annexure I**. The period of deputation is one year only. It is requested that this vacancy circular may please be circulated among staff members of your office/organization and the applications of interested eligible candidates may be forwarded to: Director, Indian Institute of Information Technology, Allahabad, Devghat, Jhalwa, Allahabad 211012.

**Last date of receipt of applications:** 15.12.2014.

It may please be ensured that the application is submitted in the format enclosed as **Annexure II**

The vacancy circular along with the format of application can also be downloaded from IITA website [www.iita.ac.in](http://www.iita.ac.in). Free of cost. Non Refundable Application processing fee of Rs 200/- in the form of Demand Draft payable in favour of "IIT-Allahabad" payable at Allahabad is required to be attached alongwith. (Fee is Rs 100/- for candidates from SC/ST/OBC/PH Category). Cut off date for determining the eligibility criterion shall be treated as 15.12.14 (Last date of submission of Applications). Only screened in candidates shall be called for further participation in the selection process. Mere possession of minimum criterion shall not form a right for being screened in by the screening committee, which may adopt higher criterion than the ones listed here for screening in the candidates.

#### **ANNEXURE-I**

### **INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD**

Devghat , Jhalwa, Allahabad, UP, India,211012

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD (IITA) invites applications from eligible and highly experienced finance / Accounts / Audit professionals for appointment to the following posts on deputation /contract basis:

- 1. Deputy Registrar (Finance & Accounts)** (Pay scale: 15600-39100+GP 7600 PB- 3)
- 2. Assistant Registrar (Accounts and Audit)** (Pay scale: 15600-39100+GP 5400 PB- 3)

- The appointment shall initially be for a period of one year.
- Only serving Officers of Central Government/State Governments/UTs/PSBs/PSUs/ Autonomous bodies and Universities are eligible to apply. Maximum age: 56 years on the closing date for receipt of application.

#### **ESSENTIAL QUALIFICATION & EXPERIENCE: (for position at Sl. no. 1)**

(a) A **Post Graduate degree** with 55 % marks or having equivalent grade of 'B' in UGC 7 point scale or qualified CA/ ICWA along with good academic record from high school onwards (55% marks or higher).

(b) Minimum 15 years experience in any one or more areas of Accounting, Finance, Auditing, Store and Purchase in any Govt. organisation /centrally funded educational institutions/Institutions of Higher and Technical Education; out of this 5 years experience on the post having GP of Rs. 5400/- or higher dealing with the finance and accounts works, or already working in the analogous post (Pay scale: 15600-39100+GP 7600 PB- 3) and dealing with finance / accounts/ audit work. Minimum period of experience in GP of Rs. 5400/- can be relaxed marginally for excellent candidates.

(c) Candidates should essentially have sound knowledge of all Financial Rules applicable to Central Autonomous Bodies.

**DESIRABLE QUALIFICATION: (for position at sl. no. 1)**

(a) Candidates who have passed SAS (Subordinate Accounts Service) or equivalent examination and having supervisory experience in Accounts and Finance functions in centrally funded Universities / Research Institutes / Institutions of Higher and Technical Education.

(b) Knowledge of the Central Government Rules related to Finance and Accounts specifically FR & SR, GFR and Audit, Accounts & Store & Purchase.

(c) Experience in handling all aspects of finance, liaison with banks and financial institutions, budgeting, MIS and internal audits.

(d) Incumbent should have experience in formulating investment plans in Central Autonomous bodies/Central Government Establishments.

(e) Candidates should be computer literate.

**ESSENTIAL QUALIFICATION & EXPERIENCE: (for position at sl. no. 2)**

(a) A Post Graduate degree with 55 % marks or having equivalent grade of 'B' in UGC 7 point scale with good academic record from high school onwards (55% marks or higher).

(b) Minimum 10 years experience in any one or more areas of Accounting and Auditing in any Govt. organisation /centrally funded educational institutions/Institutions of Higher and Technical Education. Out of this more than 04 years experience on the post having GP of Rs. 4600/- or higher.

(c) Candidates should essentially have sound knowledge of all Financial Rules applicable to Central Autonomous Bodies.

**DESIRABLE QUALIFICATION: (for position at sl. no. 2)**

(a) Candidates who have passed SAS (Subordinate Accounts Service) or equivalent examination and having supervisory experience in Accounts and Audit functions in centrally funded Universities / Research Institutes / Institutions of Higher and Technical Education.

(b) Knowledge of the Central Government Rules related to Finance and Accounts specifically FR & SR, GFR and Audit of Accounts.

(c) Experience in handling all aspects of finance, liaison with banks and financial institutions, budgeting, MIS , internal audits and able to handle a team of junior accountants.

(d) Incumbent should have experience in preparation of Balance sheet, Receipt & Payment Account and Income & Expenditure accounts in Central Autonomous bodies/Central Government Establishments. Maintaining and reconciling grants and endowments funds.

(e) Candidates should be computer literate.

**HOW TO APPLY:**

1. All candidates who fulfil the eligibility criteria must apply in prescribed format (Annexure-II).

2. Candidates serving in Government organization / Public Sector Undertakings/Autonomous bodies must apply 'Through Proper Channel' along-with photocopies of their ACR /APAR for preceding 02 years.

3. Filled in application with all testimonials can also be forwarded in advance but shall be considered only after the receipt of cadre clearance by the parent organisation. The envelope containing the application should be marked with "Application for the Post of -----"

**LAST DATE OF APPLICATION SUBMISSION:**

1. Application form complete in all respect should be sent by Speed Post/Registered Post/ Courier on following address: The Director, IIT-Allahabad, Devghat , Jhalwa, Allahabad – 211012, Uttar Pradesh

2. Last date of receipt of application: **15 -12-2014.**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD**

Devghat , Jhalwa, Allahabad, UP, India,211012

(Established by the Ministry of Human Resource Development, Govt. of India)

**Application for post of Assistant Registrar / Deputy Registrar  
, on deputation at IIIT-Allahabad**

Photograph

1.	Name of the Candidate	
2.	Father's/Husband Name	
3.	Date of Birth	
4.	Present Post	
5.	Pay band and grade pay of the present post	
6.	Date from which working on the above post	
7.	Whether the eligibility criteria and desirable qualifications/experience prescribed for the post are satisfied	
8.	Permanent Address	
9.	Correspondence Address With Telephone No. & Email ID	
10.	Category : SC/ST/OBC/General	
11.	Have you ever been convicted by court of law or Is there any criminal case/disciplinary action/ Vigilance enquiry pending against you? If yes, please specify	

**12. Educational/professional qualifications: (Highest Qualification First)**

Sl. No	Qualification	Year of Passing	Board/University	Division

**13. Details of Experience/employment (Current Occupation first)**

(Please attach a separate sheet if required)

Sl no	Name of the organization	Post held	From	To	Pay Band along-with	Nature of work done
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					<b>Grade pay</b>	

14.

<b>Name &amp; Address of four reference :</b>		
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15. **Trainings undergone:**

**Declaration:**

I, \_\_\_\_\_ hereby declare that all the details submitted above are true to the best of my knowledge and belief.

**Date:**

**Place:**

**Signature of Applicant.....**

16. **Endorsement of the Present Employer:**

The application of Shri / Ms. \_\_\_\_\_ (Name and Designation of the applicant) for the post of \_\_\_\_\_, at IIIT –Allahabad is forwarded herewith. It is certified that no vigilance enquiry is pending or contemplated against him/her.

**Date:**

**Signature of the Head of the Institution/Forwarding authority with Seal**