

No: Advt/IITT/CSRC/2021-22/01

17th March 2022

Advertisement for the post of Assistant Manager (Accounts) at CSRC IIT Tirupati

The job will be purely on temporary basis for a period of One year and extendable at the discretion of the Institute. Selected candidate shall not have claim on any regular positions. Assistant Manager typically manage accounts, administrations and also responsible for timely submission of UC/SE, developing account management strategies and coordinating with internal teams to deliver solutions to meet faculty needs.

Essential Qualification	: B. Com / M. Com / MBA / MFM or equivalent Masters Degree in Commerce/ Finance with minimum 60% Marks.
Essential Experience	: 05 years in Accounts.
Desirable	: Experience in Government Institutions or large organizations will be preferred. Experience in accounts related ERP implementation, strong analytical skills and Project fund management experience in academic institutes will be added advantage.
Age	: Not more than 45 years as on the date of advertisement.
Remuneration	: INR 35,000/- per month (consolidated). Higher pay will be considered based on experience of the candidate.
Job responsibilities	: Responsible for all transactions in accounts department. ➤ Work closely with Institute Accounts Section and on timely response on day-to-day operational processes. ➤ Leverage technical tools and quantitative data to manage operations to success and high satisfaction. ➤ Manage all activities pertaining to purchase, Project staff salary, UC/SE etc. ➤ Provide input on new processes and workflows for ERP as needed. ➤ Focus on ensuring maintain superior service levels, operational excellence and strategic insight. ➤ Any other works assigned from time to time.
Vacancy	: 01 No.

Last date for sending applications by email only: 31st March 2022

Procedure for Application and selection:

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with self-attested copies of all the certificates of educational qualifications and experience in a **single pdf file** by email to cm_csrc@iittp.ac.in and dean_src@iittp.ac.in with the subject line “Assitant-Manager_CSRC”.
2. Only shortlisted candidates will be called for interview and the decision of the Institute will be final regarding shortlisting for interview and selection.

Dean, CSRC

Application for Assistant Manager (Accounts)

1. **Post Applied for : Assistant Manager**

2. **Personal Details :**

PASTE RECENT
PASSPORT SIZE
PHOTOGRAPH

a) Name	
b) Father's Name/ Husband's Name	
c) Date of Birth	
d) Age as on date	
e) Sex	
f) Marital Status	
g) Category (SC/ST/OBC/GEN)	
h) Nationality	

3.

	Address for Correspondence	Permanent Address
Address		
Tel. No.		
Mobile No.		
E-Mail		

4 **(a). Academic Qualifications in descending order**

Sl. No.	Examination Passed	Name of Institution / University	Year of Passing	% of Marks / Grade	Specialization

4(b) Employment Records (Current Employment Record)

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5 Past Experience:

Sl. No.	Organization	Designation	Pay Band, Pay in pay Band, Grade Pay	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

1. Total Post Qualification Experience in years:

2. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.
2. Mentioned the list of documents attached along with the form.

(a)

(d).....

(b)

(e).....

(c)

(f).....

I certify that the information given above is true and correct.

Date :

(Signature of Candidate)