

IITTP/ HOSTEL /92 /2021-22

Date: 25/03/2022

**ADVERTISEMENT FOR JUNIOR EXECUTIVE (ACCOUNTS)**

IIT Tirupati invites applications from the eligible candidates for the post of **Junior Executive (Accounts)**.

Vacancy	Qualification	Age below	Consolidated Pay Per month
01	Any Bachelor's degree with a minimum of 5 years relevant experience in Tally and other ERPs	50 Years	Upto Rs.30,000/-

**Job Responsibilities**

- Handling all the accounts related activities of Hostel and Mess Establishment (HoME)
- Processing of Vendor bills and contingency advances
- Student-related refunds (mess/hostel deposits)
- Accounting of hostel residents' transactions like hostel and mess fee, mess rebate etc
- Processing of credit records in bank a/c (receipt entries)
- Handling TDS remittances
- Issuance of fee receipts to students/residents
- Bank Reconciliation System
- Knowledge of drafting letters, Emailing and being able to speak different languages will be given preference
- Any other related works assigned by the authorities as when required

**Procedure for application and selection:**

1. Interested candidates shall apply in the prescribed format (enclosed) and forward the same along with the self-attested copies of all the certificates of Educational qualifications and experience in a **Single PDF file by email only** to [ccw@iittp.ac.in](mailto:ccw@iittp.ac.in). *The subject of the email should be the post you are applying for.*
2. Only shortlisted candidates will be called for the interview. The decision of the Institute will be final regarding shortlisting for interview and selection.

The job will be purely on a contract basis through an outsourcing agency identified by the Institute for a period of **One Year** and extendable at the discretion of the Institute based on the performance of the candidate. Selected candidates shall not have a claim on any regular position and shall not have any of the privileges like housing, medical facilities and other benefits available to regular employees of the Institute. Based on the discretion of the committee, the salary of the above-mentioned post may change. **Last date for sending the applications by email is: 10 April 2022**



# INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Yerpedu – Venkatagiri Road, Yerpedu Post, Chittoor District, A.P – 517619.

## Application for the post of Junior Executive (Accounts)

Affix Recent  
Passport size  
Photograph  
here

### 1. Personal Details:

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

### 2. Address Details:

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

3. Academic Qualifications in descending order

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

4. Employment Records (Current employment Record)

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

6. Total Post Qualification Experience in years:

7. Any other information relevant to the job:

Note:

1. If the sheets above are not sufficient, please attach extra sheets, wherever necessary,
2. Mention 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 to the best of my knowledge.

Date:

(Signature of the Candidate)