



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under Department of Science and Technology, Govt. of India)

Paschim Boragaon, Garchuk, Vigyan Path, Guwahati-781035

Advt. No: 318

Date: 08/09/2021

RECRUITMENT NOTICE

Institute of Advanced Study in Science and Technology (IASST) invites application from Indian nationals for engagement as Account Assistant on contract basis, initially for a period of 11 months from the date of engagement which may be extended subject to the need of the institute and satisfactory performance.

Details of the engagement are given below:-

1. **Name of position:** Account Assistant (Contractual)
2. **Number of position:** 1 (one)
3. **Age limit:** Candidates should be below 30 years of age on the date of advertisement.
4. **Period of contract:** Initially for a period of 11 months from the date of engagement which may be extended subject to the need of the institute and satisfactory performance.
5. **Remuneration** (per month): Rs. 30,500/- (Fixed). No other allowances will be admissible.
6. **Education qualification:** (a) B.Com from a recognized university, (b) Proficiency in accounting software (Tally) and MS Excel.
7. **Experience:** Minimum 5 years' experience in a Government Organization/ University/ Research Institution handling Accounts and purchase related works independently. Should have very good verbal and written communication skills and should be comfortable in using English for verbal and written communication.
8. **Desirable qualification:** Master's degree in commerce
9. **Job description:** The Account Assistant shall be solely responsible for maintain project or any other accounts, preparation of UC/SE, and any other project related accounting works. Key job responsibilities is enclosed in Annexure I.
10. **Submission of applications:** Interested candidate, who fulfill the eligibility criteria, may submit their applications online along with supporting documents and curriculum vitae (CV) within 15 days from the date of publication of this advertisement.

Only short listed candidates will be called for the interview. The candidate should bring all necessary credentials at the time of interview. No TA/DA will be provided to candidate for appearing the interview.

Registrar, IASST

Annexure I

Key job responsibilities

Account Management:

1. Maintaining up-to-date accounts of projects running at IASST in a timely manner with accurate entries of all financial transactions.
2. Maintain account audit ready and compliant to applicable rules of accounting and taxation.
3. Record keeping of all the financial transaction related files
4. Maintain payroll data, prepare and process monthly payrolls based on payrolls rules.
5. Timely and accurate bill payments to vendors.
6. Ensure that financial transactions are carried out in compliance to government rules.
7. Timely tax payment to the government and carrying out necessary compliance actions
8. Maintenance of fund availability status.
9. Prepare utilization certificates (UC) and Statement of Expenditure (SE) by collecting, analysing and summarizing account information.
10. Provide account related reports to management as needed.
11. Other activities as assigned by the management from time to time.

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