



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under DST, Govt. of India)

Vigyan Path, PaschimBoragaon, Garchuk, Guwahati-781035

Advt. No- 317

Date: 31/08/2021

RECRUITMENT FOR THE POST OF FINANCE AND ACCOUNTS OFFICER

Online applications are invited from eligible candidates for filling up of 1(one) post of Finance & Accounts Officer (Lien vacancy) by direct recruitment/deputation/contract basis at Institute of Advanced Study in Science and Technology (IASST), Guwahati as per details given below.

Post	Pay Matrix	Pay in Pay Matrix	No. of post	Reservation Position/Status
Finance & Accounts Officer	Pay Level-11	Rs.67,700/ to Rs.2,08,700/-	1	UR

Note: 1.The above pay carries Dearness allowance & other allowances as per Central govt. rates

2. If adequate response is not found authority may consider recruitment at Pay Level 10

(Rs. 56,100/- to Rs 1,77,500/-) with relaxed experience

For further details, application form, application fee etc. please visit IASST website www.iasst.gov.in

Closing date for receiving online application is 21/09/2021

Registrar, IASST



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Online applications are invited from eligible candidates for filling up of 1(one) post of Finance & Accounts Officer (Lien vacancy)by direct recruitment/deputation/contract basis at Institute of Advanced Study in Science and Technology (IASST), Guwahati as per details given below.

Name of the post: Finance & Accounts Officer (One position)

Pay: Pay Level 11 (Rs. 67,700/- to Rs. 2,08,700/-p.m.)/Pay Level 10(Rs. 56,100/- to Rs.1,77,500/-). The pay carries Dearness allowance & other allowances as per Central Govt. rates.

Eligible and interested candidates may submit applications online in prescribed format for consideration **on or before 21/09/2021**

Qualification and Experience:

The minimum educational qualifications, experience, maximum age limit etc. for the post are as under.

Sl. No.	Post for Direct Recruitment/ Deputation as specified	Minimum educational Qualification, Experience etc.
1	Finance & Accounts Officer (Direct recruitment/Deputation/Contract basis against Lien Vacancy for a period of one year six months may be extended for one more year No. of Post: 1 Reservation position/Status: UR Pay Level 11 Rs.67,700/-to Rs.2,08,700/-	Essential Qualification and Experience Direct Recruitment (contractual): (i) M.Com. with consistently good academic record. A minimum of 10 years' experience in accounting/ auditing/ costing in an academic/ research/reputed organization Desirable: (i) Qualification in SAS / CA/ ICWA or equivalent examination (ii) Experience in working with computers and other advancements in financial management; (iii) Knowledge of Central Government rules, regulations and practices in financial matters Maximum age: 45 years on the last date of receiving of application. Deputation: The candidates holding analogous post on regular basis in the parent cadre or department or with two year regular service in the grade rendered after appointment thereto in the post in Level 10 in Accounts Department. Qualified SAS/CA/ ICWA or qualifications examination with experience in Cash/Accounts/Budget work. The period of deputation shall initially be one year six months which may be extended for one more year. Maximum Age: 55 years on the closing date of receiving the application.

	<p>For Pay Level 10</p> <p>Rs.56,100/-to Rs1,77,500/-</p>	<p>Direct Recruitment (Contractual): M.Com with consistently good academic record and minimum 5 years experience in accounting/ auditing/ costing in an academic/ research/reputed organization</p> <p>Desirable: (i) Qualification in SAS / CA/ ICWA or equivalent examination (ii) Experience in working with computers and other advancements in financial management; (iii) Knowledge of Central Government rules, regulations and practices in financial matters</p> <p>Maximum age: 45 years on the last date of receiving of application.</p> <p>Deputation: The candidates holding analogous post on regular basis in the parent cadre or department, or with two years regular service in the grade rendered after appointment thereto in the post in Level-8 in Account department. Qualified the SAS/CA/ICWA or equivalent examination with three years experience in cash/Accounts/budget work. The period of deputation shall initially be one year six months which may be extended for one more year. Maximum Age: 55 years on the closing date of receiving the application.</p>
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Registrar, IASST

Important Notes:

1. Age as prescribed shall be as on the 'closing date for receiving application' (i.e. 21/09/2021)
2. Age relaxation whenever required will be admissible to the candidates belonging SC/ST/OBC/ /Other Categories as per Govt. of India rules/order on the subject.
3. Candidates already employed in Govt. /PSU must submit their application through proper channel or submit a 'No Objection certificate (NOC)' from their employer. Such candidate may submit an advance copy of their applications online but their candidature shall only be considered if the applicants submit their NOC/receive proper channel application within 10 days after closing date of online application. Those who apply for appointment on deputation should submit the applications along with vigilance/integrity certificates and attested copies of their Annual Performance Appraisal Reports (APAR) for the preceding five years.
4. It may be noted that mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for interview. Only the shortlisted candidates will be invited for interview.
5. Canvassing in any form will be a disqualification. Postal delay shall not be entertained.
6. No correspondence will be entertained in respect of advertisement, interview, selection and appointment etc. during the recruitment process. The candidates are requested to check the IASST website: www.iasst.gov.in for related information from time to time.
7. Application is required to be submitted only through online in the prescribed format.
8. A print copy of the online application along with all the documents (certificates, mark sheets, NOC, APAR etc.) as mentioned in the prescribed application form and application fee of **Rs.1000/- (Rupees One Thousand)** only to be paid through bank draft/bankers cheque in favour of "The Director, IASST" payable at Guwahati may be sent to "The Registrar, Institute of Advanced Study in Science and Technology, Garchuk, Paschim Boragaon, Guwahati-781035" with the post applied for clearly superscribed on the envelop by **Registered post/Speed post/By hand** only. The fee once paid will not be refundable or re-adjustable under any circumstances.
9. The last date for receiving the online applications is 21/09/2021 and hard copy of application is 29/09/2021. Applications received after the due date is liable to be summarily rejected.

10. No TA/DA will be provided for appearing in the interview.

11. Important dates:

Date and Time of commencement of Online Application: 01/09/2021 from 10:00 A.M.

Last Date and Time of Online Application: 21/09/2021 up to 05:00 P.M.

Last date for receipt of print copy of online applications along with relevant documents and application fees: 29/09/2021 up to 05:00 P.M.

For online application submission and other details please visit the IASST, Guwahati official website: www.iasst.gov.in

Email ID: registrar-off@iasst.gov.in

Phone no.: 0361-2270095 (Office)

12. Only email communication will be sent for interview. No separate call letter will be sent.

Instruction to be followed while submitting application:

Eligible candidates may visit IASST website (www.iasst.gov.in) and submit their application online.

The contact details of the institute are as follows.

Address: The Registrar

Institute of Advance Study in Science and Technology

Paschim Boragaon, Garchuk, Guwahati-781035, Assam

Website: www.iasst.gov.in

Email: registrar-off@iasst.gov.in

Registrar, IASST

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