

INSTITUTE OF ECONOMIC GROWTH
UNIVERSITY OF DELHI ENCLAVE, DELHI-110007

Job code: IEG/Wellcome/AA(P)/2023/14

August 7, 2023

Applications are invited for one post of Accounts Assistant (Project) (on contract) on a consolidated salary of Rs.45,000 – Rs.55,000/- in the Wellcome Trust Project named “Economic and Health Impact Assessment of Heat Adaptation Action: Case Studies from India” of the Institute initially for a period of six months, and likely to be extended based on satisfactory performance for at least 2 years.

Essential Qualifications

1. Graduate/Post Graduate in Office Management/Finance/Accounts/Commerce or equivalent with minimum 50% marks from a recognised university.
2. Working knowledge of computers including competency in handling basic accounting, spreadsheet, documentation and communication softwares, including Tally and email.
3. Work experience in handling basic accounts and finance tasks for minimum 1 year, of which at least 6 months should be in continuous employment.

Desirable Qualifications

1. Experience of working in a team and ability to take direction accordingly.
2. Knowledge of maintaining procedural documentation and preparing reports.
3. Experience in project management and accounting, including liaising on financial matters and handling queries as per rules, including FCRA.
4. Knowledge of financial rules of the Government of India.

Job Description

- The candidate will apply skills in accounting and financial process, including data entry, processing expense requests, payments and invoices, income tax handling, ledgers, assisting with audits or fact checking and preparing budgets related to the project.
- Candidate will maintain documentation and records, and handle correspondence and queries as required for the specified work.
- To discharge their duties effectively candidates will require to be proficient with computers and relevant software such as MS Excel, Tally MS word and electronic communication (Email).
- Candidate should be willing to travel within India and assist in handling secretarial work related to this position.

Age Limit 40 years (Age relaxation for SC/ST/OBC candidates will be allowed as per the guidelines of the Govt. of India)

General Instructions for Candidates

1. The application has to be filled out online on the Institute’s website i.e. www.iegindia.org under the “Career” web link along with the instant advertisement. Applications will be processed on rolling basis. **The online application needs to be submitted by August 23, 2023.**
2. **Applicants are required to download the filled-up application form and send it along with self-attested educational qualification certificates and testimonials (hard copy) by August 30, 2023.** On the top of the envelope, please write

“Application for the Post of Account Assistant (Project)”, addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi–110007.

3. Application received without complete information shall be rejected.
4. Candidates should possess the prescribed qualification and experience as of the closing date of application. Candidates are required to produce specific certificates as per eligibility conditions whenever asked.
5. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for written test/evaluation. More stringent criteria may be applied for short-listing the candidates to be called for an evaluation.
6. No correspondence or personal enquiries shall be entertained by the Institute. The candidates may visit the Institute's website: www.iegindia.org for any information from the Institute including evaluation calls if any. Correspondence, if any, in this matter will be sent to the e-mail ID of the candidate. Any corrigendum/addendum in this regard shall also be posted on the Institute’s website only.
7. Corrigendum/addendum (if any) shall be posted on the Institute’s website only.
8. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected. Other things being equal, SC/ST/OBC candidates will be given preference.
9. The Institute reserves the right not to fill the above position if circumstances so warrant. The Director, IEG, is competent to decide not to fill up the above posts without assigning any reason. The Institute can also consider suitable candidates who may not have applied. The decision of the Selection Committee shall be final.
10. Any questions regarding the positions can be referred to the email ID: sibasankar@iegindia.org.

DIRECTOR