

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

**Job code: IEG/AA/PRC/2024/23**

**16<sup>th</sup> April 2024**

Online applications are invited for one post of Accounts Assistant (PRC Section) (on contract) on a consolidated salary in the range of Rs.40,000 – Rs.50,000/- per month in the PRC of the Institute initially for a period of one year, 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 PFM, Tally and email.
3. Work experience in handling basic accounts and finance tasks including PFMS work of any CNA (Central Nodal Agency) of organisation 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.
4. Knowledge of financial rules of the Government of India.

**Job Description**

- The candidate will apply skills in accounting and financial process & handle all ORC, PFMS works, Bank reconciliation, including data entry, processing expense requests, payments and invoices, ledgers, assisting with audits or fact checking and preparing all records of PRC.
- 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 PFMS, 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](http://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 April 30, 2024 along with a detailed CV.**
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 May 6, 2024.** On the top of the envelope, please write "Application

for the post of Accounts Assistant (PRC Section) (on contract)”, addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi–110007.

3. 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.
4. 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.
5. No correspondence or personal enquiries shall be entertained by the Institute. The candidates may visit the Institute's website: [www.iegindia.org](http://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.
6. Corrigendum/addendum (if any) shall be posted on the Institute’s website only.
7. 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.
8. 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 post without assigning any reason. The decision of the Selection Committee shall be final.
9. Any questions regarding the position can be referred to the email ID: [sibasankar@iegindia.org](mailto:sibasankar@iegindia.org).

**DIRECTOR**