

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

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

**June 21, 2024**

**VACANCY NOTICE FOR WALK-IN INTERVIEW**

Advertisement for walk-in interview 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 a minimum 50% marks from a recognized university.
2. Working knowledge of computers including competency in handling basic accounting, spreadsheets, documentation, and communication software, including PFM, Tally, and email.
3. Work experience in handling basic accounts and finance tasks including PFMS work of any CNA (Central Nodal Agency) organization for a minimum of 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 the financial rules of the Government of India.

**Job Description**

- The candidate will apply skills in accounting and financial processes & handle all ORC, PFMS works, and 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 be required 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).

**Other things being equal, SC/ST/OBC candidates will be preferred as per reservation rules.**

The Institute also reserves the right not to fill up the above position, if circumstances so warrant. The contract can be terminated by either party, without assigning any reason thereof, by giving one month's notice.

Suitable candidates are requested to appear for a walk-in interview on **July 1, 2024, from 11.00 am to 1:00 p.m.** at the PRC Conference Room (2<sup>nd</sup> Floor), Institute of Economic Growth, Delhi with their complete CV. **After 1:00 p.m. no candidate will be registered for an interview.**

Further communication regarding the result etc. will be communicated to the selected candidate via email and the website of the Institute. Mere fulfilling the criteria will not be considered as the candidate's right to selection for the above-mentioned post.

**DIRECTOR**