



CENTRE FOR  
INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI – 600 036

ADVERTISEMENT NO: ICSR/CA/05/2016

Applications are invited for the temporary post of "**ACCOUNTS OFFICER** " for "**Various Projects & Programmes**" in the "**Centre for IC&SR**".

*Other things are being equal preference will be given to SC/ST candidates.*

**DURATION:** Initially for a period of One year.

**ESSENTIAL QUALIFICATION:** Passed Final Exam of CA/CMA/ or M.Com., with Inter CA/CMA.

**EXPERIENCE:** At Least 1 to 2 years of experience for those who have finished CA/CMA  
(Or)  
3 to 5 years experience for those who completed Inter CA/CMA.

**AGE LIMIT:** Between 30 years to 40 years.

**JOB PROFILE:**

- Sound Knowledge of financial accounting procedures and policies.
- Preparation of Bank Reconciliation Statement.
- Dealing with all kinds of banking transactions including inward/outward RTGS/NEFT, SWIFT system for inward as well as outward remittances in foreign currency, Export of services, Import of Equipments/Components, Foreign outward remittances through wire transfer/Letter of credits.
- Experience in consolidating annual accounts.
- Rendering Assistance/Support to CAG/Auditors while inspecting books of accounts.
- Furnishing replies to Audit Queries, follow up with Auditors for Auditor's Certificate, etc.,
- Knowledge of Service tax and Income tax provisions and filing of periodical monthly quarterly/half yearly returns.
- Knowledge of Computer operations - Adequate knowledge of MS office-Word, Excel, PowerPoint, etc.,
- Ability to correspond seamlessly with faculty and students on Outlook.
- Ability to liaise with Computer System resources while Software system building, System design, implementation, migration etc.,

**COMPENSATION:** Consolidated salary of Rs.50,000 to Rs. 70,000/- per month on Contractual basis - Salary will not be a constraint for the right candidate..

The Centre for IC & SR has the discretion to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement.

Application in the form of Bio-data/Resume (attached with the announcement) giving name, date of birth, age, address, full details of educational qualifications (stating the marks, ranks, year of passing) and experience etc., along with copies of certificates and recent photograph, should reach **the following address or e-mail on or before 11.11.2016.**

**SPECIAL OFFICER  
(PROJECT RECRUITMENT)  
CENTRE FOR IC & SR  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI – 600 036  
Email: [icsrrecruitment@iitm.ac.in](mailto:icsrrecruitment@iitm.ac.in)**

**Sd/-  
Special Officer (PR)  
IC&SR**