



दूरभाष Ph : 91-80-25530672-76

## भारतीय ताराभौतिकी संस्थान INDIAN INSTITUTE OF ASTROPHYSICS

(विज्ञान व प्रौद्योगिकी विभाग, भारत सरकार के अधीन स्वायत्त संस्थान)

(An Autonomous Body Under Department of Science & Technology, Government of India)

कोरमंगला Koramangala, बेंगलूरु BENGALURU -560034

### **Advt.No.IIA/15/2019 dated 13<sup>th</sup> September, 2019**

Indian Institute of Astrophysics (IIA) is an autonomous academic national institution of the Department of Science & Technology, Govt. of India, dedicated to research in Astronomy, Astrophysics and Allied Sciences & Technology. The Institute has its main campus in Koramangla, Bengaluru and CREST campus at Hosakote, Bengaluru. It operates field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur in Karnataka and Leh/Hanle in Ladakh region of Jammu & Kashmir.

Online Applications are invited from bright and highly motivated individuals for the following position to work at the Institute:

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#### **Post No. 02:**

**Name of the Post** : ACCOUNTS OFFICER  
**No. of post** : One (Unreserved)  
**Scale of pay** : VII CPC Pay Matrix Level-11 (Pay Range Rs.67700-208700)  
**Age limit** : 50 years  
**Place of posting** : Bengaluru

**Qualification & Experience: Essential:** A Bachelor's degree in Commerce with a Master's Degree in Commerce from a recognized University. Candidate should have 15 years of working experience in a senior position in State or Central Government/ Govt. Research Institute or University/ Govt. Autonomous Organizations/ Public Sector Undertakings with handling all aspects of finance and accounts matters like finalization of statement of accounts and balance sheet, budget, audit, banking matters, import/export, tendering and purchase procedure, foreign exchange, letter of credit etc. Working experience in ERP software is needed.

**Desirable:** 1) CA (Inter)/ ICWA (Inter), 2) Experience in Scientific/Research Organization in Accounts and Finance aspect.

**Job description:** The incumbent is expected to shoulder responsibilities on Accounts & Finance matters of the Institute

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## **How to apply:**

- 1) Eligible candidates should apply online through Institute website [https://www.iiap.res.in/iaa\\_jobs/](https://www.iiap.res.in/iaa_jobs/). Candidates are required to upload their scanned recent photograph, educational/technical qualification certificates, Degree certificates, caste certificate (if applicable), experience certificates etc. declared in the application form and also Curriculum Vitae (CV). Educational/technical certificates and experience certificates should be uploaded separately by making each single scanned pdf file. Candidates should keep ready all scanned documents before filling of online application. Online application without uploading all above stated documents will not be considered.
- 2) Candidates are requested to first register themselves by entering their name and e-mail address in the appropriate fields after clicking the "Register/Create New Account" button. An e-mail will be sent to the candidate's e-mail address which contains all the details of creating a password or one time password for log-in. Later you can reset your password by editing your 'Account'. After successful registration, candidates can fill up the application form by logging in using the user name and password. Upon registration, candidates will be provided with an on-line Registration Number, which should be carefully preserved for future reference. After successful uploading of application form, applicants will receive an acknowledgement of application to their e-mail id given in the application. Applicants are required to take out the print out of the online application and keep with them for future reference.
- 3) E-mail ID of the applicant will have to be provided in the application CORRECTLY and compulsorily.
- 4) For those already employed under Central/State Government, Public Sector Undertaking or Autonomous Bodies, the online application should be forwarded through proper channel.
- 5) In case of any difficulties in filling application form, please contact: [webmaster@iiap.res.in](mailto:webmaster@iiap.res.in)

## **Selection Process:**

- 1) Selection to post of Accounts Officer will be through interview. Where the number of applications received in response to the Advertisement is large and it will not be convenient or possible for the IIA to interview all those candidates, the IIA has the right to limit the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement.
- 2) Qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for interview. Initial screening will be conducted based on the academic performance and experience.

## **Other Terms & Conditions:**

1. The above post will carry pay and allowances as per Central Government Rules applicable to the Institute. Selected candidate will be on probation for a period of two years and confirmed in the post on satisfactory completion of probation.
2. The employee will be governed by the New Pension Scheme (NPS).
3. The appointees are liable to be posted anywhere in India and in any of the Institute's field stations and locations.
4. Incomplete application, applications without requisite attachments will be summarily rejected.
5. Departmental candidates / Government Servants are eligible for age relaxation as per Rules.
6. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed application.
7. Outstation candidates called for interview will be reimbursed to and from train/bus fare by the shortest route limited to III AC railway fare on production of original tickets.
8. No correspondence will be entertained with the candidates not selected for interview/appointment. Canvassing in any form will be a disqualification.
9. The Institute reserves the right to recruit or cancel the entire recruitment process for any or all the posts at any time without assigning any reasons whatsoever.
10. Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehavior at any stage during selection process shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.
11. Important dates to be noted:

**Opening date for on-line registration - 27.09.2019**

**Closing date for on-line application - 28.10.2019.**

12. For registration, please visit: [https://www.iiap.res.in/iaa\\_jobs/](https://www.iiap.res.in/iaa_jobs/)

**प्रशासनिक अधिकारी Administrative Officer**