

INSTITUTE OF DEVELOPMENT STUDIES, JAIPUR

- i. **Name of Post** : **Accounts Officer/Finance Officer (One)**
{Gen.}
- ii. **Period** : Initially for six months.
- iii. **Condition** : Purely temporary Basis
(may be absorbed full time against advertisement).
- iv. **Emoluments** : Consolidated amount of Rs. 70,000
(per month)
- v. **Age** : Preferably below 45 years
- vi. **Qualification** : a) **Essential Qualification:**
B.Com with I Class and Seven years of Experience in supervisory capacity or M.Com / Inter CA, in either case, with five years of similar experience. The incumbent should have knowledge of Accounts/ E.P.F/CAG Audit/ TDS>Returns/Income Tax/Balance sheets/ Budgeting/ GST/ EPFO/Gratuity/ Insurance Claims/various allowances/ Application of Tally/MS Office/ Commend over spoken and written English etc.
- b) **Desirable Qualification:**
1. Professional Qualification like CA/CMA/CS/CFA etc.
 2. Good knowledge of various statutory rules and legal provisions related to accounting / Auditing/various Taxes/Deduction to EPFO/Gratuity Funds/Insurance Claims.
 3. The candidates having considerable past experience in reputed organizations with clean service record will be given preference.
 4. Good writing skills related to financial matters.
 5. Knowledge of provisions of employee credit society
- vi. **Experience** : Not less than 15 years handling of Accounts/Finance in the Government Department/or Government undertakings/Semi-Government Institutions.
- vii **Responsibilities** : The Accounts Officer will be answerable to Director, IDS Jaipur and apprise him about the matters related to finance as per the institute's provisions from time to time and to other concerned persons with his permission in administration, various project heads and head of various committees based on the need. Preparation of annual budget, financial report at the end of the financial year, keeping financial records of various funds received as grants, for projects and other academic events and ensuring compliance with all statutory provisions are primary responsibilities.

viii. **OTHER INFORMATION/CONDITIONS:**

- a) The Selection Committee reserves the right to relax age, essential and desired qualifications of candidates to suit to the requirements of the Office.
- b) Selection will be made on the basis of interview of short-listed candidates. However, mere satisfying the eligibility norms does not entitle a candidate to be called for the interview.
- c) Depending upon the number of applications received in relation to number of vacancy, the Institute reserves the right to call only a limited number of candidates after preliminary screening with reference to their qualifications, suitability and post qualification experience, etc.
- d) Applicants who are in employment should forward their application through their respective employers or **produce a no-objection certificates** at the time of interview.
- e) Candidates who do not process the minimum required qualification need not apply.
- f) Retired person need not apply.
- g) Application form should be filled in all respects. Incomplete application and application received after the prescribed last date will not be entertained.
- h) Please do not use dash (-), dots(...) etc. If any item in the application form is not applicable to you, please write n.a. (not applicable) or `no' or `nil'.
- i) No need to attach certificate along with the applications when submitting online.
- j) In case the space provided for any item is insufficient, please use additional sheets.
- k) **How to Apply:** Completed applications with copies of testimonials should be sent in a cover super scribing "**Application for the post of Accounts Officer/ Finance Officer**" and should reach the Director, Institute of Development Studies, 8B Jhalana Institutional Area, Jaipur (Rajasthan) – 302 004 **by May 15, 2024. A soft copy of the application (without testimonials) to be sent to the mail ID: recruitment@idsj.org**. Application received after the last date will not be entertained and the Institute takes no responsibility for any delay in receipt or loss in postal transit. The Institute reserves the right to select /reject any candidates without assigning any reason thereof.
- l) Any legal matters will be subjected to Jaipur jurisdiction. For further details visit www.idsj.org

Director, IDSJ