iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Accounts Officer
TIH/iHub Drishti/2023-24/Recruitment/03; Dated 16 August 2023
N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, Rajasthan (India)
Website: https://ihub-drishti.ai/ *eMail:* hr@ihub-drishti.ai

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focused around "Computer Vision, Augmented Reality and Virtual Reality".

iHub Drishti Foundation invite applications from Indian Nationals possessing an excellent academic background and relevant experience in Finance & Administration (Finance & Accounts-Internal Audit) for the post of:

Accounts Officer having qualification of Chartered Accountant/Cost Accountant/ICWAI/MBA(Finance) and possessing minimum relevant experience of at least 3 years in Accounts and Finance in Corporate entities/IIT's or equivalent institutions with understanding of Section 8 Company's related Income Tax and other Legal requirements.

Job Title: Accounts Officer

Job Profile:

- Knowledge of Government rules in Financial procedures/ Accounting / Auditing and Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters, procurement of consumables, instruments, furniture and fixtures and rules and regulations relating to stores purchase, stores accounting, stores verification, etc.
- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, Income tax and GST related matters.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special ad hoc reports as required.
- Maintaining registers as per CAG & GFR 2017 requirements and verifying it from time to time.
- Assisting & Handling the Internal Audit & CAG audit
- Processing the Bills and Payments in PFMS system as per ministry orders from time to time.
- Maintaining Treasury Single Account (RBI-PFMS) and reconcile with Books of accounts on day to day basis.
- Dealing with TDS/GST/TCS/Income Tax related matters.
- UC/SE preparation and submission.
- Correspondence and to deal with the Ministry and RTI related matters and maintaining books of accounts as per Ministry and CAG requirements.
- Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit. Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Any other matters related to accounting and Legal/Regulatory compliances.
- Implementation of Board decisions from time to time.

iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Accounts Officer
TIH/iHub Drishti/2023-24/Recruitment/03; Dated 16 August 2023
N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, Rajasthan (India)
Website: https://ihub-drishti.ai/ *eMail:* hr@ihub-drishti.ai

Essential Qualification and Knowledge with Expertise:

- Chartered Accountant/ Cost Accountant/ICWAI/MBA(*Finance*)
- *Minimum post-qualification experience of at least 3 years in Accounts and Finance in* Corporate entities/IIT's *or equivalent institutions.*
- Should have handled accounts of corporate entities.
- Should have knowledge of Government rules in Financial procedures/ Accounting / Auditing and Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters, procurement of consumables, instruments, furniture and fixtures and rules and regulations relating to stores purchase, stores accounting, stores verification, etc. Central Government procedures for importing items from abroad.
- Understanding of Section 8 Company related Income Tax and other Legal requirements.
- Must have in depth experience of working in Tally ERP
- Should have good skills on Microsoft Excel and other office suits.
- Excellent verbal and written communication abilities across all level of an organization

Compensation

- As per industry standards (Based on experiences, and negotiable) with annual performance linked incentives in addition
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 30
- Location: Jodhpur

Information regarding the application process:

Applications will be accepted via (https://tinyurl.com/drishtiaccountsofficer)**.** Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary documentary evidences by filling above mentioned form. **Applications will be accepted until the position is filled.**

Additional information:

(1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.

(2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.

(3) The qualification prescribed should have been obtained from recognized Universities/ Institutions.

(4) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.

iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Accounts Officer
TIH/iHub Drishti/2023-24/Recruitment/03; Dated 16 August 2023
N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, Rajasthan (India)
Website: https://ihub-drishti.ai/ eMail: hr@ihub-drishti.ai

(5)   *Shortlisted candidates shall be called for the further recruitment process.*

(6)   *Decision of the board will be final for both Shortlisting and Selection process.*

(7)   iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.

(8)   iHub Drishti Foundation reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.

(9)   No hard copy application is to be submitted. No email application is to be submitted.

(10)   No correspondence will be entertained from the candidates in connection with the process of selection/interview.

(11)   Canvassing in any form will be a disqualification. Application which is incomplete, not in prescribed format, will be summarily rejected.

(12)   Application with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.

(13)   Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.

(14)   The appointed person shall have no claim of appointment / absorption in any companies, departments or centers of IIT Jodhpur.

(15)   The appointment of the applicant will be governed by the terms & conditions of the iHub Drishti Foundation, IIT Jodhpur in effect on time-to-time basis

(16)   Specific queries, if any, may be directed to the email: hr@ihub-drishti.ai.

(17)   iHub Drishti foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.

(18)   Any dispute with regards to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.

Officer In-charge
iHub Drishti Foundation
TIH on CV-ARVR, NM-ICPS
Indian Institute of Technology Jodhpur