ADVERTISEMENT NO. E-II/09/2019(W)
Walk-In-Interview

Applications are invited from Retired Officers from Govt. Organisations/ recognized Banks for **01 post of Accounts Officer** to work in Works Establishment and Store Purchase Section, IIT Delhi on **purely contract basis** and with a consolidated salary. The appointment may be made initially for a period of 01 year, renewable subject to requirement & satisfactory work performance as per details mentioned below:

<table>
<thead>
<tr>
<th>Post</th>
<th>Consolidated Salary</th>
<th>Age Limit</th>
<th>Minimum Qualification/ Experience</th>
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</thead>
<tbody>
<tr>
<td>Accounts Officer</td>
<td>Rs. 35000/- per month</td>
<td>Below 62 years</td>
<td>Essential: Retired Officers from Government Organisations or Nationalized Bank. Minimum educational qualification- Commerce Graduate.</td>
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</tbody>
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**Job Requirements:**
1. Liaisoning with bank reference to Bill of Entries, Payments, LC's etc.
2. Sorting out queries of external audit.
4. Scrutinising works proposals & bills based on Civil Works procedures of CPWD & Records of Measurements. Preparation & scrutinizing of works bills, contract agreement conditions & their applications on works bills. Budget allocation & re-conciliation, scrutinizing of work charge staff salary bills.

**Date of Interview**

<table>
<thead>
<tr>
<th>Date of Interview</th>
<th>Time of Reporting for Interview</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>15.05.2019 (Wednesday)</td>
<td>11:00 a.m.</td>
<td>Office of Institute Engineer (Room No. AD-220), 1st floor, Admin. Block, Main Building, IIT Delhi, New Delhi- 110016</td>
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</tbody>
</table>

**NOTE:**
1. No candidate may be entertained if, he/she reports after the above mentioned time of reporting.
2. Please note that this is purely a temporary arrangement and appearance in the Walk-In-Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
3. Immediate joinee will be preferred.
4. No T.A/ D.A will be paid for attending the Interview.
5. The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for Interview at above venue. Please bring your formal application along with Bio-data having complete information regarding educational qualification *indicating percentage of marks* of each examination passed, details of work experience etc. and a *recent passport size photograph*, along with *Original and self attested photocopies of certificates (academic & professional)* addressed to Assistant Registrar (Rectt. Cell), IIT Delhi. The specimen of "Application Form" is also available on the Website of IIT Delhi <www.iitd.ac.in> (Please see column Jobs@IITDelhi, under the heading non-academic).

**DISTRIBUTION**
1. Institute Website
2. Notice Boards of IIT Delhi
3. A.R. (Store Purchase Section)
4. Institute Engineer
5. Secretary to Dy. Director (Operations)
6. Secretary to Registrar