



**Indian Academy of Sciences  
C V Raman Avenue, Bengaluru 560 080**

The Academy, an autonomous institution under Department of Science & Technology, Government of India proposes to fill up the positions of

**Accounts Assistant - 2 Posts (On Contract)**

**Essential Educational Qualification:** Bachelor's degree in Commerce from a recognized university with a minimum of 60% marks. Proficiency in Tally ERP 9.

**Age:** Preferably not be more than 35 years as on 31 August 2018.

**Desirable:** Master's Degree in Commerce with a minimum of 55% marks from a recognised university.

**Experience:** Minimum 4 years of post-qualification experience in finance and accounts and budget, preparation of Annual reports, handling of cash, govt Rules, auditing, stores, purchase matters working under administration, stores, organization. The candidates should possess experience of maintenance of Accounts, good knowledge of accounting, checking of TA bills, contingent vouchers, strong computer skills, sound knowledge of Tally ERP9, MS office and MS Excel. Relaxation in experience may be considered in deserving cases.

**Job description:** The selected candidate is required to work with Accounts Officer and assist in maintaining books of accounts, finalization of accounts, handling bills, claims, investment of funds, entries in website of Public Financial Management System etc., and carry out other works assigned from time to time. Ability to handle accounts in double entry system on accrual basis, preparation of annual budget.

**Remuneration:** A consolidated amount of:

Rs. 27,000/- pm during the first year (for Master Degree holders, with minimum 3 years' experience);

Rs. 20,000/- pm during the first year (for Bachelor Degree holders, with minimum 3 years' experience).

**Tenure of appointment:** 2 years, extendable for another year depending on the performance. The application shall be enclosed with self-attested copies of educational qualifications and experience claimed in the application, where applicable.

Interested candidates may send in their application latest by 31/08/2018 in the prescribed format complete in all respect by email / post to

The Executive Secretary  
Indian Academy of Sciences  
C V Raman Avenue  
Sadashivanagar  
Bangalore 560 080,  
Email: [execsec@ias.ac.in](mailto:execsec@ias.ac.in)