



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 position of:

Accounts Assistant 1 Post (Temporary/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 July 2019.

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. 36,000/- pm.

Tenure of appointment: 1 year, extendable for another year depending on the performance. The appointment is through a third-party agency. The application shall be enclosed with self-attested copies of educational qualifications and experience claimed in the application, where applicable. The prospective candidate shall join the services on immediate basis.

Interested candidates may send in their application latest by 15 August 2019 in the prescribed format (Annexure 1) 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