

Section Officer (On Contract)

Salary: Rs. 45000/- pm.

No. of Post: One

Age Limit: 35 years (Relaxation as per Govt. of India norms)

Qualification: Master's degree of a recognised University with five years experience in Personnel/ Purchase & Stores/ Finance/ Accounts/ General Administration in a University/ Govt./Autonomous Body/reputed Pvt. Firm

OR

A Bachelor's degree of a recognised University with second class and 8 years experience in related field.

OR

A Bachelor's degree of a recognised university with at least second class and a pass at the final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by the Comptroller and Auditor General of India or equivalent thereof with three years experience in general administration/ finance and accounts in a University/Govt./Autonomous Body/ public or private sector undertaking.

CA/ICWA Intermediate candidate with relevant experience in given areas may also apply.

Experience:

The applicant should have at least 5 years of experience in jobs at the Sr. Administrative Assistant level or equivalent and should have experience in general working of office administration. Experience in preparation of Balance sheet and taxation will be an added qualification. Proficiency in office softwares is a must. Familiarity with arranging travel logistics, financial accounting and purchase procedure is desirable.

Proficiency in Computer softwares: Must be proficient in Tally, Payroll softwares, MS Word, Excel, Net, Presentation and Income Tax Returns.

Job Description:

IUCAA is looking for an experienced and well qualified person for a Section Officer position for managing various LIGO-India office administration related tasks, such as:

- Preparation of Balance sheet
- Project budget management and reporting to funding agencies. Taxation matters
- Handling audits and utilisation reports, checking of Bank reconciliation

The sought official will need to have a very positive bearing in approaching the above tasks. He or she should be available to provide support in this regard 24/7. The job profile may evolve somewhat with the project. As and when required he or she will also have to extend the above support to the LIGO-India observatory and its related facilities in other parts of the country and should be able to (1) manage junior admin personnel (2) manage purchase and (3) manage meetings, events, travel planning and visitors.

Period of Contract: One year (Extendable based on performance & availability of funds)

Last date of application: December 30, 2019