

Senior Administrative Assistant (On Contract)

Salary: Rs. 35000/- pm.

No. of Post: One

Age Limit: 30 years (Relaxation as per Govt. of India norms)

Qualification: A bachelor's degree of a recognised university with atleast second class with five years experience in the field of Purchase & Stores /Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed Pvt. Firm.

CA/ICWA intermediate candidate with relevant experience may also apply.

Experience:

The applicant should have experience in budget management and related tasks in office administration. Proficiency in office softwares is a must. Familiarity with financial accounting and purchase procedure is desirable.

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

Job Description:

IUCAA is looking for an energetic administrative personnel with experience in handling purchase, budget, financial transactions, and audits. Specifically, the following tasks will need to be addressed:

- Project budget management and preparing accounts reports
- Handling audits and utilisation reports, preparation of bank reconciliation
- Managing purchase, knowledge of foreign transactions.
- Helping in management of meetings, events, and visitor

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 support. 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.

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

Last date of application: December 30, 2019