INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(An Autonomous Institute under DST, Govt. of India)
Vigyan Path, PaschimBoragaon, Garchuk, Guwahati-781035

RECRUITMENT FOR THE POST OF FINANCE AND ACCOUNTS OFFICER

Advt.no- 272 Date: 30/12/2020

Online applications are invited from eligible candidates for filling up of 1(one) post of Finance & Accounts Officer (Lien vacancy) by direct recruitment/deputation/contract basis at Institute of Advanced Study in Science and Technology (IASST), Guwahati as per details given below.

Name of the post: Finance & Accounts Officer (One position)

Pay: Pay Level 11 (Rs. 67,700/-- 2,08,700/-p.m.)
The pay carries Dearness allowance & other allowances as per Central govt. rates.
Eligible and interested candidates may submit applications online in prescribed format for consideration on or before 21/01/2021

Qualification and Experience:
The minimum educational qualifications, experience, maximum age limit etc. for the post are as under.

Sl. No.	Post for Direct Recruitment/ Deputation as specified	Minimum educational Qualification, Experience etc.
1	Finance & Accounts Officer (Direct recruitment/Deputation/Contract basis against Lien Vacancy for a period of 2(two) years) may be extended for one more year Pay Level 11 Pay Rs. 67,700/-- 2,08,700/- No. of Post: 1 Reservation position/Status: UR	Essential Qualification: **Direct Recruitment(contractual)**: (i) M.Com. having specialization in Accounting, Auditing and/or Costing with consistently good academic record; (ii) A minimum of 10 years' experience in accounting/ auditing/ costing in an academic/ research/reputed organization (iii) Maximum age 45 years on the last date of receiving of application. **Desirable:** (i) Qualification in SAS / CA/ ICWA (ii) Experience in working with computers and other advancements in financial management; (iii) Knowledge of Central Government rules, regulations and practices in financial matters **Deputation**: The candidates holding analogous post or worked in the pay level 10 for at least five years in Accounts Department, possessing SAS/CA/ ICWA qualifications or equivalent with experience in Cash/Accounts/Budget work provided that: The period of deputation shall initially be two years which may be extended for one more year. The total period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall not exceed five years. The candidate appointed on deputation shall not have any claim for promotion during the period of deputation against ex-cadre post. Maximum Age limit: 55 years on the last date of receiving the application.

Registrar, IASST

Important Notes:

1. Age as prescribed shall be as on the 'closing date for receiving application' (i.e. - 21/01/2021)
2. Age relaxation whenever required will be admissible to the candidates belonging SC/ST/OBC/Physically Challenged/Other Categories as per Govt. of India rules/order on the subject.
3. Candidates already employed must submit their application through proper channel or submit a 'No Objection certificate (NOC)' from their employer. Such candidate may submit an advance copy of their applications online but their candidature shall only be considered if the applicants submit their NOC/receive proper channel application within 10 days after closing date of online application. Those who apply for appointment on deputation should submit the applications along with vigilance/integrity certificates and attested copies of their Annual Performance Appraisal Reports(APAR) for the preceding five years.
4. It may be noted that mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for interview. Only the shortlisted candidates will be invited for interview.
5. Canvassing in any from will be a disqualification. Postal delay shall not be entertained.
6. No correspondence will be entertained in respect of advertisement, interview, selection and appointment etc. The candidates are requested to check the IASST website: www.iasst.gov.in for related information from time to time.
7. Application are required to be submitted only through online in the prescribed format.
8. A print pdf copy of the online application along with all the documents (certificates, mark sheets, NOC,CV, APAR etc.) as mentioned in the prescribed application form and application fee of **Rs.1000/- (Rupees One Thousand)** only has to be paid through bank draft/bankers cheque in favour of "**The Director, IASST" payable at Guwahati** may be sent to "**The Registrar, Institute of Advanced Study in Science and Technology, Garchuk, Paschim Boragaon, Guwahti-781035**" with the post applied for clearly superscribed on the envelop by **Registered post/Speed post/By hand** only. The fee once paid will not be refundable or re-adjustable under any circumstances.
9. The last date for receiving the online applications is 21/01/2021 and hard copy of application is 29/01/2021. Applications received after the due date are liable to be summarily rejected.
10. No TA/DA will be paid for appearing in the interview.
11. **Important dates**:

    Date and Time of commencement of Online Application: 01/01/2021 from 10:00 A.M.

    Last Date and Time of Online Application: 21/01/2021 up to 05:00 P.M.

    Last date for receipt of print copy of online applications along with relevant documents and application fees: 29/01/2021 up to 05:00 P.M.

    For online application submission and other details please visit the IASST, Guwahati official website: www.iasst.gov.in

    Email ID: registrar-off@iasst.gov.in

    Phone no.: 0361-2270095 (Office)

Registrar, IASST

12. Only email communication will be sent for interview. No separate call letter will be sent.

Instruction to be followed while submitting application:

Eligible candidates may visit IASST website (www.iasst.gov.in) and submit their application online.

The contact details of the institute are as follows.

Address: **The Registrar**
Institute of Advance Study in Science and Technology
Paschim Boragaon, Garchuk, Guwahati-781035, Assam
Website: www.iasst.gov.in
Email: registrar-off@iasst.gov.in

Last date of online submission is extended up to 05/02/2021

Registrar, IASST

APPLY NOW