



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.-2023/TIH-IITR/917

Date-27.02.2024

Advertisement for the post of Associate (Accounts)

Applications are invited from Indian Nationals only for the position as per the details given below:

- Position: **Associate (Accounts)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 - Not for Profit Company)**

QUALIFICATIONS:

- Bachelor's degree in Commerce.
- Preference will be given to individuals with relevant knowledge and skills for the job profile.

****This position is for young individuals, and preference will be given to them since it is a junior position.**

****Candidates applying for more than one position will not be considered.**

JOB PROFILE:

- Manage daily financial transactions, including verification, classification, and recording of accounting data.
- Prepare and maintain financial records and reports.
- Reconcile accounts payable and accounts receivable.
- Co-ordinate with cross-functional teams to ensure accuracy of financial data.
- Handle financial transactions on the PFMS Portal.
- Maintain financial records using Tally.

RELEVANT SKILL SET:


- Strong understanding of accounting principles and regulations.
- Proficiency in MS Office, particularly Excel.
- Proficiency in Tally and other accounting software.
- Familiarity with the PFMS Portal is preferred.
- Knowledge of the BharatKosh Portal is preferred.
- Excellent organizational and time-management abilities.

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Must be a team player.
- Detail-Oriented

 **Main Office:** Indian Institute of Technology Roorkee, Uttarakhand- 247667

Branch Office: IIT Roorkee GNEC, Plot No. 20, Park II, Greater Noida-201306

 **Office:** 01332-285050

IVR No.: 9555336655



tih@iitr.ac.in

<https://tih.iitr.ac.in/>



iHUB DivyaSampark

Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation

A section-8 Company established by Government of India (DST) and IIT Roorkee under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS).

CIN No.-U73200UR2020NPL011644

- Reporting skills
- Confidentiality
- Adaptability
- Time Management
- Strong analytical and problem-solving skills.

Salary as per non-government organization market norms.

• Candidates, before appearing for the interview, shall ensure that they are eligible for the position they intend to apply.

• Candidates should apply by filling up the below Google form:

<https://forms.gle/d9R8oWsG3E82cQAS7>

• Last Date to Apply: ~~05 March 2024~~ **15 March 2024**

***Please note that applications received after the last date will not be considered.**


- After shortlisting, candidates will be called for the Interview that can be online, offline or both.
- Selected Candidates appearing for Interview, should submit the following documents:
 - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
 - Experience including research, industrial field and others.
 - Proof of last salary drawn.
 - Please note that no TA/DA is admissible for attending the interview.

Authorized Signatory

Neeraj Anand

 **Main Office:** Indian Institute of Technology Roorkee, Uttarakhand- 247667

Branch Office: IIT Roorkee GNEC, Plot No. 20, Park II, Greater Noida-201306

 **Office:** 01332-285050

IVR No.: 9555336655



tih@iitr.ac.in

<https://tih.iitr.ac.in/>