



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: Admin-II/EXT311/2022**

**Job Title**

ADVISOR (FINANCE & ACCOUNTS)

**Job Reference Number**

50376557

**Application End Date**

12.01.2023

**Type of Employment**

Re-employed staff

**No. of Position(s)**

1

**Application Category(s)**

1(UR-1)

**IITB Recruiting:**

IIT Bombay invites online application from retired central government officers including retired officers from PSUs / Autonomous bodies/ Semi-Government organizations having considerable experience and expertise to be engaged as Advisor in the area of finance and accounts.

**Essential Qualifications & Experience:**

Retired government officers possessing following educational qualification(s) and experience can apply to be considered for the post of Advisor in the area of finance and accounts:

Post Graduation in any discipline from a recognized university.

AND

20 years of experience in the areas of Personnel & General Administration and Accounts & Financial matters, out of which, at least 10 years of experience should be at a Group 'A' post in Pay level 12 (7th CPC) / PB 3 (Rs. 15600-39100) with GP 7600 (6CPC) or equivalent, on regular basis.

Should have retired from a Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies from a rank equivalent to or above Pay level 12 (7th CPC)/ PB 3 (Rs.15600-39100) with GP 7600 (6 CPC), on regular basis.

Desirables:

PG Diploma in HRD

Familiarity in use of MS Office/e-office.

Have undergone training at ISTM / NIFM in Administration / Accounts / RTI related matters.

Experience in handling RTI matters

Experience in handling Finance Committee/BoG/Governing Council matters independently

Coordination with Legal counsel in defending Institute's legal cases.

**Job Profile:**

Work related to personnel and general administration, accounts & finance matters, audit paras, drafting/ vetting of pleadings in service/ civil disputes (including arbitration), RTI appeals, assistance in legal matters, preparation/ verification/ editing of agreements/ contracts/ MOUs, etc.

### ***Pay Details:***

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period. No dearness allowance shall be allowed during the term of the contract. No HRA shall be admissible. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. Moreover, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per entitlement at the time of retirement.

Age limit: Maximum age limit is 64 years as on the date of closing of online application interface.

### ***General information:***

1. Applications in response to the advertisement will be scrutinized and shortlisted. Merely fulfilling the requirements prescribed in the advertisement does not automatically entitle an applicant to be called for further selection process.

2. Selection Process: The final selection will be through interview.

3. The terms and conditions of engagement to the post of Advisor will be governed by the provisions of the circular bearing number F.No. 3-25/2020-E.IIIA dated 09.12.2020, issued by DoE, Gol.

4) The applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University / Institute.

5. Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

6. Eligibility of an applicant to be engaged as Advisor shall be considered as on the date of closing of online application interface.

7. The Institute reserves the right not to fill the advertised post in the event or exigency so decided by the Director.

8. Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

9. Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.

10. The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

11. Decision of the Institute in all matters relating to eligibility, screening / interview shall be final and binding on all applicants.

12. No correspondence or personal inquiries shall be entertained. No correspondence shall be entertained from applicants regarding conduct and result of the entire scrutiny/ selection process.

13. In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after issuance of appointment letter, the Institute reserves the right to modify / withdraw / cancel any communication made to the applicants.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

15. The Institute shall verify the antecedents or documents submitted by a selected applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/ background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

16. Outstation candidates attending the interview will be eligible for reimbursement of travel expenses, to and fro, by Air (tickets to be purchased through M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and Indian Railways Catering & Tourism Corporation Limited only) / 2 tier AC rail, by the shortest route, from the city of residence in India to the Institute, upon production of tickets

17. Canvassing in any form shall lead to disqualification.

18. No interim correspondence will be entertained.

19. For any queries related to submission of online application, the applicant may send e-mails on [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in). However, inquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

20. Applicants should provide their correct and active e-mail address in the application as all future correspondence like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/en/careers/staff-recruitment>. Addendum / corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website.

21. Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment>. Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

22. After completing the whole process the applicant should again login into the portal to confirm that his / her application is submitted. It should be noted that any issue related to the above process reported beyond 7 days from the closing date will not be entertained, and candidature will not be considered.

23. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of Courts situated at Mumbai only.

24. Correspondence subsequent to submission of application should essentially be sent to [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) with application ID and job title mentioned in the subject.

The date of closing of online application interface is 12.01.2023.

Registrar

Date : 13.12.2022

Copy to :

1. Head / In-charge of all the Depts. / Sections / Centres
2. All Notice Boards / Staff Notices