



**Accounts Officer Vacancy
National Institute of Advanced Studies, Bengaluru**

National Institute of Advanced Studies (NIAS) was conceived and founded in 1988 by the late Mr. J. R. D. Tata, who sought to create an institution to conduct advanced multidisciplinary research. Housed in a picturesque green campus in Bangalore the Institute serves as a forum to bring together individuals from diverse intellectual backgrounds, in the natural and life sciences, humanities, social sciences, and conflict and security studies. The philosophy underlying NIAS is given shape by its multidisciplinary research teams. The Institute is unique in its integrated approach to the study of intersections between science and technology, philosophy, social issues and leadership. The objective is to nurture a broad base of scholars, managers and leaders who would respond to the complex challenges that face contemporary India and global society, with insight, sensitivity, confidence and dedication. For more details: www.nias.res.in

NIAS invites application for filling up the following post:

ACCOUNTS OFFICER – One (01) Post

The Accounts Officer is required to work with the Head-Administration & Finance and supervise book keeping, finalization of accounts, handling bills, bank reconciliation statement, audit related functions, various statutory compliance, etc and carry out any other assignment given from time to time. Should have the knowledge of Rules & Guidelines for General Administration & Finance followed in a Central Government/ Central autonomous organisation and familiar with double entry system of accounting as well as usage of Tally software.

Essential Qualification & Experience

1. Commerce Graduate with 60% marks from recognised University
2. At least 13 -14 years experience in the relevant field with not less than 4 years in Level -6 or equivalent or minimum of 2 years in Level-7 in accounts/finance department, in a Central Government or Research establishments
3. Knowledge to use of personal computers and its applications.

Desirable Qualification:

1. MBA or M Com in Finance

Age limit: Below 45 years (as on 1.6.2019)

Pay Level : Level 08 (47600 – 151100)

The appointment will be initially on probation basis for a period of **Two (2) years** from the date of joining. Further continuation will be based on an evaluation of performance. The selected candidate shall be required to join immediately. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.

Mere fulfilling the essential and desirable qualifications will not entitle an applicants to be called for consideration for recruitment. The Institute reserves the right not to fill above post herein advertised in case suitable candidates are not found.

Interested applicants should submit their curriculum vitae electronically, including the names and addresses of three referees and a brief statement of interest explaining why they are interested in joining NIAS, in a **single PDF document**. The last date for receipt of application is **31 August 2019**.

Short-listed candidates will be invited to NIAS for an interview.

The applications should be addressed to:

Head, Administration & Finance
National Institute of Advanced Studies
Indian Institute of Science Campus
Bangalore-560012, India
E-mail: admin@nias.res.in