

IUCAA
Advertisement No.02/2024 Sr. No.01.

Administrative Officer

No. of Post : One (Reserved for OBC).

Pay Scale : Level-10 in the Pay Matrix (56,100 - 1,77,500). Post is as per 7th CPC pay scale & carry allowances like Dearness, HRA, Transport and Children Education etc. as admissible.
(T.M.E. Rs. 110097/-)

Age Limit : 40 years (Age Relaxation as per Govt. of India norms)
: 45 years for persons from Central Government, State Government, Autonomous Body & University employees.

Qualification & Experience: Master's degree with 55% marks with five years experience in Personnel/Purchase & Stores/Finance & Accounts in Govt./University/Autonomous Body/PSU.

Desirable: 1: Candidate having 5 years experience in pay Level L-7 and above.
2: Candidate having CA/CA Intermediate/ICWA/CMA/MBA (Finance) with relevant experience.

Job Description:

1. Balance sheet:

- Preparation and presentation of Balance Sheet.
- Preparation of Notes on Accounts and other statements.

2. Audit:

- Liaison with CAG/Statutory Auditors.
- Preparation of various documents/information for submission to the auditors.

3. Accounting and Financial management.:

- Verification of all bills, claims, settlements.
- Monitoring of accounts in Tally/PFMS (Public Financial Management System)/GeM.
- Disbursement of monthly Salary and Pension, calculation of retirement benefits.
- Preparation and presentation of Budget.
- Preparation of Utilization Certificates and statement of expenditure.

4. Auditing and monitoring the projects:

- Pre-audit of purchase orders, work orders, increments, promotions, fixation of Pay and Allowances etc.
- Monitoring of various projects which includes releasing the payments, preparation of utilisation certificates and statement of expenditure.

5. Taxation and other statutory matters:

- Preparation of Form 16 and 16A, Filling Income Tax returns, Quarterly submission of TDS returns, submission of GST returns, Professional Tax returns, Submission of FCRA quarterly information and annual returns.
- Compliance to GST Audit & GST assessment.

6. Any other relevant jobs in administration as assigned by the Competent Authority from time to time.