



**Indian Institute of Engineering, Science and Technology,
Shibpur
Howrah - 711 103**

ADVT. NO. M/D(AA)/16/16 Dated : 03.03.2016

Applications are invited from Indian Citizens for recruitment to the contractual post of three Accounts Assistants.

For details visit website : iests.ac.in. The last date of submission of application is 28.03.2016.

(P.K. Paul)
Dean Administrative Affairs

Copy forwarded for information and necessary action to:

1. M/s Latest Publicity (Fax No.2228 8595) – with the request to publish the matter in the “Statesman” (Bengali) and “Times of India” on 05.03.2016 in Classified Column and the bill may please be sent to the Office of the Dean Administrative Affairs, IEST, Shibpur for necessary payment within 15 days from the date of publishing the advertisement.
2. Finance Officer (Actg.)
3. Deputy Registrar (Audit)
4. Assistant Registrar (Dr. B. Das)
5. Store and Purchase Section
6. Record Section
7. Shri Abhijit Banerjee- with the request to upload the detailed advertisement in the Institute Website on the publishing date.

Dean Administrative Affairs

Indian Institute of Engineering Science and Technology, Shibpur

Appointment Notice

Applications are invited from Indian Citizens for recruitment to the contractual post of three Accounts Assistants.

For details visit website: iests.ac.in. The last date of submission of complete application is 28.03.2016.

General Conditions:

Account Assistant	
Number of posts	02 (UR), 01 (OBC)
Classification	Purely Contractual
Pay	19000.00 (consolidated) per month
Age limit	Below 27 years
Educational and other qualification	Essential: (i) Graduate Degree in Commerce from any recognized University or Institute with knowledge in accountancy or Finance. (ii) Good knowledge in English (iii) Proficiency in computer operations and working knowledge in MS Word, Excel etc will be preferable.
Experience	At least 3 years.

1. The candidates are required to apply in the prescribed format with complete information and attachment.
2. The applicant will be responsible for the authenticity of submitting information, other documents and photograph. Furnishing of any false information and/or suppression/concealment of facts at any stage of Recruitment process /even after selection process is over shall lead to rejection/cancellation of selection/appointment.
3. Number and nature of posts shown above may change and vary at the time of selection/recruitment. Further, the Institute reserves the right not to fill any post(s).
4. The age limits qualification/experience etc. for the post shall be determined as on the last date of submission of application form.
5. Age relaxation for SC/ST/OBC and PWD candidates is applicable as per the Government of India norms.
6. Any application without required self attested copy of certificates/testimonials and without self attested copy of SC/ST/OBC certificate issued by the competent authority is liable to be rejected.
7. Mere fulfillment of the required qualification and experience etc., does not entitle a candidate to be called for written test/ interview/selection.
8. The institute reserves the right to conduct the screening test, if the number of applicant is large for any post. Further, the institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of screening test, qualification and experience, higher than those prescribed in the advertisement, and as per criteria decided by the scrutiny committee.

9. Candidates employed in Govt./Autonomous Bodies/PSUs should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application duly authenticated by the competent authority should be sent in advance so as to reach before the prescribed last date. All such candidates are required to produce 'No Objection Certificate' at the time of interview.
10. The appointment of selected candidate(s) is subject to being physically fit and sounds in health for the services in the Institute.
11. Applicants have to apply in prescribed format available at institute website and send the completed application along with requisite fees to the Dean Administrative Affairs, Indian Institute of Engineering Science and Technology, Shibpur, Howrah 711103, West Bengal so as to reach on or before 28th March, 2016.
12. Prescribed application form and Bio-data sheet may be downloaded from the website www.iiests.ac.in and is to be submitted to the Receiving Section of the Institute either by person or by post along with a DD of Rs. 100/- (one hundred) only (No fees for SC & ST candidates), drawn in favour of "The Registrar, IEST, Shibpur" on any Nationalised Bank payable in Kolkata.. Only one set of attested copy of marksheet, certificates and testimonials etc. is to be attached with the original. The application, completed in all respect along with six sets of photocopies of it and Bio-data sheet must reach the Receiving Section of the Institute by 28th March, 2016. The Institute will not be liable for any postal delay in receiving the application within the stipulated time.
13. All original documents relevant to the post have to be produced at the time of interview.
14. The decision of the Institute in all matters will be final. No correspondence, whatsoever, will be entertained from the candidate in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
15. Applicants belonging to OBC category but coming in Creamy Layer will not be entitled to the benefit of reservation and should apply as general candidate.
16. The applicant is required to visit the institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the institute website only.
17. The decision of the competent authority will be final in the matter of selection.
18. Any dispute regarding the recruitment will fall under the jurisdiction of Kolkata.

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