



/Advt No. TiHAN/Jan/2023/Rec/  
Dated. 17/01/2023

## Applications are invited for the Post of Junior Officer – Finance/Accounts

### About TiHAN

Department of Science and Technology (DST) under the National Mission on Interdisciplinary Cyber-Physical Systems ([NM-ICPS](#)), Govt. of India has sanctioned the prestigious Technology Innovation Hub to **IIT Hyderabad** in the technological vertical of Autonomous Navigation and Data Acquisition Systems (UAVs, ROVs, etc.)

DST NM-ICPS Technology Innovation Hub on Autonomous Navigation and Data Acquisition Systems (UAVs, ROVs, etc.) – TiHAN at IIT Hyderabad will be the source for fundamental knowledge and technologies (IPs, Publications, Products, Commercialization as Licensing, ToTs...) in the technology vertical of Autonomous Navigation and Data Acquisition Systems (UAVs, ROVs, etc.).

<b>Qualification:</b>	Graduation in B. Com / M. Com / BBA / MBA or similar with at least 60% marks or its equivalent Grade
<b>Job Experience:</b>	<ul style="list-style-type: none"><li>• Ensure compliance with applicable standards, rules, regulations, and systems of internal control</li><li>• Provide accurate, timely, and relevant recording, reporting, and analysis of financial information</li><li>• Maintenance of Books of Accounts</li><li>• Preparing &amp; Posting Journal Vouchers</li><li>• Monitoring of daily operations in Accounts</li><li>• Purchase &amp; Sales Entries</li><li>• Knowledge of payment processing and GST &amp; TDS</li><li>• Submission of E-Filing of TDS on a Monthly &amp; Quarterly basis</li><li>• Manage all accounting transactions</li><li>• Prepare budget forecasts</li><li>• Publish financial statements on time</li><li>• Handle monthly, quarterly, and annual closings</li><li>• Manage balance sheets and profit/loss statements</li><li>• General Accounting</li><li>• Reconcile accounts payable and receivable.</li><li>• Liaising with Auditors for all ROC-related matters.</li><li>• To assist in other functional areas/departments like Stores &amp; Purchase, and others, as &amp; when required</li><li>• Undertake routine accounting activities</li></ul>



	<ul style="list-style-type: none"><li>Any special assignment provided by the management, or any other task from time to time.</li></ul>
<b>Experience:</b>	At least 2 years of work experience in Accounts
<b>Preferable:</b>	<ul style="list-style-type: none"><li>Hands-on experience on Tally ERP, Excellent interpersonal communication, organizational, and written communication.</li></ul>
<b>Nature of job:</b>	Contractual for a period of 11 months (extension subject to performance)
<b>Salary:</b>	<b>Rs. 25,000 to 30,000 /- (Varies as per Experience)</b>
<b>Application Link:</b>	<a href="https://bit.ly/3GkyMy7">https://bit.ly/3GkyMy7</a>

### How to Apply:

- Candidates, who fulfill the eligibility criteria, should apply through the link given above latest by **5:00 pm, 31<sup>st</sup> January 2023**.
- For more details, please visit <https://tihan.iith.ac.in/careers/>

### Selection Procedure:

- Candidates will be shortlisted based on their eligibility criteria, academic record, and relevant experience
- Only shortlisted candidates will be intimated through email for the interview by the selection committee
- Merely meeting the criteria may not guarantee a call for an interview
- The position will be left vacant and a new advertisement with an extended date will be given if no suitable candidate is found.

### Note:

- Accommodation will not be provided by TiHAN Foundation or IIT HYDERABAD
- Please note that the position is on-site & within the IIT Hyderabad campus.