



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

An Institute of National Importance

(Autonomous Institution under MOE, Govt. of India &
Department of Information Technology & Electronics, Govt. of West Bengal)
WEBEL IT Park,14, Adivasi Para, Opposite of Kalyani Water Treatment Plant
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.

Advt. No. IITK/Rectt/NF/22-23/29

Dated: January 18, 2023

Advertisement for Junior Assistant (Finance) (on contract)

Applications are invited from the Indian nationals for the position of **Junior Assistant (Finance) (on contract)** at a consolidated pay of Rs 21,700 per month, in the following areas.

- Finance & Accounts – Accounting software Tally, GST, Income Tax

Eligibility: Higher Secondary

Preferable: B.Com/M.Com with experience in Tally, GST, Income Tax

Age: Not exceeding 27 years

Guidelines:

1. The application form and essential qualification, experience and other details be downloaded from www.iitkalyani.ac.in
2. The application form (hard copy) complete in all respect is to be submitted to Deputy Registrar, Indian Institute of Information Technology Kalyani, WEBEL IT Park, (Near Buddha Park), Kalyani – 741235. Nadia, West Bengal, India on or before 20.02.2023.
3. The envelope should be superscribed the post “.....” in Discipline.
4. For each of the qualifications, professional experiences, achievements, etc., documentary proof in the form of self-attested photocopies is to be attached with the application.
5. The originals must be produced at the time of interview and at the time of joining.
6. Incomplete applications / applications without necessary enclosures may not be accepted.
7. Any misleading wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently, also the appointment will be cancelled.
8. Mere fulfilment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
9. Persons employed in Government and Semi-Government organizations must apply through proper channel or submit ‘No Objection Certificate’ at the time of interview. However, an advance copy, superscribed as “**Advance Copy**” on the application form, may be submitted before the last date.
10. No interim queries regarding interview / selection process will be entertained.
11. Canvassing in any form will lead to rejection of the application.
12. Decision of the Selection Committee and the Board of Governors of IIT Kalyani with respect to the selection process is final.

13. Legal disputes, if any with IIIT Kalyani are restricted to the jurisdiction of Kalyani Court only.
14. Applications, received after the last date will not be considered.
15. Candidates will have to appear for Presentation/Interview at their own cost, if called before a Selection Committee on the date and place which will be separately notified/informed to the candidates.
16. The originals must be produced at the time of interview and at the time of joining.
17. Candidates who have applied previously against Advertisement No: IIITK/Rectt/NF/22-23/23, dated: 06.10.2022 need not apply again.

HOW TO APPLY:

The printed and signed online application form along with necessary enclosures should be sent to the following address so as to reach by 20.02.2023. Soft copy of the application is also to be sent to the recruitment@iiitkalyani.ac.in

Deputy Registrar
Indian Institute of Information Technology, Kalyani
WEBEL IT Park, (Near Buddha Park)
Kalyani – 741235 Nadia, West Bengal

Deputy Registrar
Jan 15, 2023

Deputy Registrar