



CENTRE FOR  
**INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH**  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI – 600 036

**Advertisement No.: ICSR/PR/Advt.06/2017 Dated: 18/05/2017**

Applications are invited for the temporary post of "**Junior Executive**" for "Various Projects & Programmes" handled by Centre for IC&SR for filling up future vacancies.

***Other things are being equal preference will be given to SC/ST candidates.***

**Summary:-** IC&SR wishes to engage bright, young Graduates for entry level positions for its Office & Secretarial Practice of IC&SR, through outsource Agency rolls, on contract.

**Duration:** Initially for a period of one year.

**Major Duties & Responsibilities:-**

Sl. No.	Stream	Qualification	Role & Responsibilities
1	Secretarial Functions	<ul style="list-style-type: none"><li>• A Bachelor's Degree in Science / Arts / Humanities (a full-time three years course) of a reputed University with 60% or 6.5 CGPA above.</li><li>• Candidate with Diploma in Office Management &amp; Secretarial Practice and front office will be given preference .</li></ul>	<ul style="list-style-type: none"><li>• Secretarial support as per the need &amp; requirement of the various departments of IC&amp;SR.</li><li>• Undertake the tasks of receiving calls, take messages and routing correspondence and preparing letters and reports.</li><li>• Any other work or assignment given by the reporting officer from time to time.</li></ul>
2	Accounts	<ul style="list-style-type: none"><li>• Bachelor of Commerce ( a full-time three years course ) of a reputed University with 60% or 6.5 CGPA above.</li><li>• MBA (Finance ) / MFM (Master of Financial Management)/M.Com and experience in Chartered Accountants office will be added advantage .</li></ul>	<ul style="list-style-type: none"><li>• Experience in general ledger accounting</li><li>• Regular scrutinize of ledger &amp; trail balance</li><li>• Preparation of Bank Reconciliation and Debtors &amp; Creditors Reconciliation / Inter-unit &amp; head office reconciliation • Mapping collections from clients</li></ul>

			<ul style="list-style-type: none"> <li>• Responsible for handling accounts payable and accounts receivable</li> <li>• Monitor and facilitate Accounting systems and processes including Balance Sheet working and finalization of accounts</li> <li>• Accounting and book keeping in accordance with the policies of the company and accounting standards</li> <li>• Coordination with banks; Exposure of BGs, FORs, EMD</li> <li>• Knowledge of Sales Tax, Income Tax, TDS, Service Tax etc.</li> <li>• Experience on Tally software.</li> </ul>
3	Administration	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Sciences / Arts / Humanities (a full-time three years course) of a reputed University with 60% or 6.5 CGPA above.</li> <li>• Any post-graduate / MBA will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support to ensure that Administrative operations are maintained in an effective, up to date and accurate manner at IC&amp;SR.</li> <li>• Act as the point of contact between the executives and internal/external clients</li> <li>• Handle requests and queries appropriately raised by the internal stake holders (Faculty &amp; staff).</li> <li>• Maintain diary, arrange meetings and appointments and provide reminders</li> <li>• Monitor internal office supplies as and when there is an indent.</li> <li>• Produce reports, presentations and briefs as required.</li> <li>• Develop and carry out an efficient documentation and filing system.</li> <li>• Any other work or assignment given by the reporting officer from time to time.</li> </ul>

4	Human Resource	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Sciences / Arts / Humanities ( a full-time three years course ) of a reputed University with 60% or 6.5 CGPA above.</li> <li>• Any post-graduate / MBA in HRM / Personnel Management will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting with day to day operations of the HR functions and duties</li> <li>• Ensures that all files and records are maintained in accordance with as per the process.</li> <li>• Process documentation and prepare reports relating to all activities (staffing, recruitment, training, grievances, performance evaluations, HR MIS etc.)</li> <li>• Coordinate communication with candidates and schedule interviews.</li> <li>• Conduct initial orientation to newly hired employees.</li> <li>• Proper maintenance of Confidentiality documents to safeguard data and information.</li> <li>• Addressing issues and concerns raised by the employees (Faculty &amp; staff)</li> <li>• Any other responsibility assigned by Head of the Department.</li> </ul>
5	Purchase	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Sciences / Arts / Humanities ( a full-time three years course ) of a reputed University with 60% or 6.5 CGPA above.</li> <li>• Any post-graduate / MBA - Supply Chain Management / Logistics / Purchase Management / Stores Management will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Follows up on orders to ensure that materials are shipped and delivered on promised dates to the internal stake holders (Faculty &amp; Staff).</li> <li>• Maintains records and follow up files of purchases, shipments, and related matters.</li> <li>• Maintains files of descriptions of available supplies.</li> <li>• May inspect products received for quality and quantity to ensure adherence to specifications.</li> <li>• Addressing issues and concerns raised by the employees (Faculty &amp; staff)</li> <li>• Any other responsibility assigned by Head of the Department.</li> </ul>

**Experience will be preferred.**

**Key skills/Abilities/Knowledge required:**

- Well versed in MS-Office Application.
- Fluent in English.
- Be able to organize and prioritize work.
- Good communication with drafting and editing skills.

**Consolidated Emoluments:** Rs.15,000/- to Rs. 20,000/- per month, subject to experience and performance in the selection process.

**Age limit:**The maximum age limit is 27 years for General category and 29 years for SC/ST.

The Centre for IC & SR has the discretion to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement.

Application in the form of Bio data/Resume (along with the advertisement) with the details name, date of birth, age, address, complete details of educational qualifications (stating the marks (with Percentage), ranks, year of passing) and experience etc., along with copies of certificates and recent passport size photograph, should reach the following address on or before **05.06.2017** or by email to [recruitment@iitmadras.ac.in](mailto:recruitment@iitmadras.ac.in) or [smhr-icsr@iitmadras.ac.in](mailto:smhr-icsr@iitmadras.ac.in)

**Candidates who are already working in any kind of project at IIT Madras should send their application through the Project Coordinator.**

**Sd/-  
Senior Manager-HR  
Project Recruitment  
Centre for IC& SR  
Indian Institute Of Technology Madras  
Chennai – 600 036**