



# भारतीय विरासत संस्थान

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

## INDIAN INSTITUTE OF HERITAGE

(Deemed to be University, Ministry of Culture, Government of India)

Date: 03.03.2025

### VACANCY NOTICE

#### ENGAGEMENT OF ONE ACCOUNTS ASSISTANT ON CONTRACT BASIS

Indian Institute of Heritage is an autonomous body fully funded by the Ministry of Culture Government of India. The Institute proposes to engage an Accounts Assistant purely on contract basis initially for a period of one year, extendable to three years as per the Institute's requirement on a consolidated remuneration of Rs.38,000/- per month subject to the qualifications and experience in accounting field with satisfactory performance. The brief details are as under:

|                         |   |  |
|-------------------------|---|--|
| Name of the Post        | : | <b>Accounts Assistant</b>  |
| Number of Post          | : | One  |
| Remuneration            | : | Rs.38,000/- per month (Consolidated)   |
| Method of Recruitment   | : | Contractual  |
| Age Limit               | : | 35 Years   |
| Essential Qualification | : | B. Com from a Recognized University  |
| Desirable Qualification | : | CA - Inter   |
| Experience              | : | The candidate should possess an experience of 3 - 4 years of handling accounts work in Academic Institutions/Universities, Government/ Semi- Government/ Autonomous bodies/public sector undertakings/private organisations of repute. Sound knowledge of working on computer, bank reconciliations, Tally software etc. |

Interested candidates may submit the filled in Application form along with photocopies of proofs of educational & technical qualifications, age, experience and other credentials by post / by hand addressed to the Registrar, Indian Institute of Heritage, A-19, Sector - 62, Noida- 201309, UP, latest by **20<sup>th</sup> March, 2025** up to **05:00 p.m.** The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay. To relax any of the above conditions and acceptance or rejection of application of the candidates will be at the sole discretion of the Competent Authority of Institute of Heritage (IIH). Applications received after the last date will not be considered. Only shortlisted candidates will be called for the interview.

**REGISTRAR INCHARGE**



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### APPLICATION FORM FOR THE POST OF ACCOUNTS ASSISTANT

1. Name of the Applicant : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Category : GEN/SC/ST/OBC/PWD \_\_\_\_\_
5. Correspondence Address : \_\_\_\_\_

Paste a duly  
self-attested  
passport size  
photo

6. Permanent Address : \_\_\_\_\_
7. Mobile/Telephone Number : \_\_\_\_\_
8. Email Address : \_\_\_\_\_
9. Educational Qualifications : \_\_\_\_\_
10. Working Experience in Relevant Field (attach bio-data) : \_\_\_\_\_
11. Experience in Accounting field with respect to data entry, Tally Software, Bank Reconciliations etc. (Years & Month) : \_\_\_\_\_
12. Other Relevant Experience, if any : \_\_\_\_\_
13. Any other information : \_\_\_\_\_

### UNDERTAKING

"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the Indian Institute of Heritage".

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_