



भारतीय प्रौद्योगिकी संस्थान भिलाई

जिला-दुर्ग, छत्तीसगढ़-491002

चयन अनुभाग

Indian Institute of Technology Bhilai

Dist.- Durg, Chhattisgarh – 491002

Recruitment Section

Website: www.iitbhilai.ac.in

क्रमांक /No. IITBhilai/StaffRec./2025/27

दिनांक/Date: 27.02.2025

सचना/NOTICE

**Recruitment for the post of Junior Accounts Officer Ref: Advertisement No. IITBhilai/Staff
Rec.2024/02 Date: 17.09.2024**

With reference to the representation received from the applicants against the Notice bearing no.IITBhilai/StaffRec./2025/15 dated 12.02.2025, the following applications are shortlisted for the next stage of selection for the post of Junior Accounts Officer (Pay Level 06, Group B)

“Shortlisted” Application ID (after representations)

Sr No.	Application ID
1	100
2	110
3	115
4	116
5	129
6	130
7	133
8	159
9	160
10	161
11	162
12	168
13	169
14	177
15	181
16	182

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📧 recruitment_nta@iitbhilai.ac.in



17	183
18	190
19	195
20	202
21	204
22	209
23	210
24	212
25	233
26	234
27	237
28	247
29	248
30	249
31	259
32	261
33	264
34	267

टिप्पणी/Note:

1. Applicants who are shortlisted are purely based on the information provided by the candidates in the application form through the online portal.
2. Action taken on the representations is informed through personal email.
3. No further correspondence shall be entertained by the institute for the said post in the future.



Syllabus for the post of Junior Accounts officer

All the candidates are expected to study the following syllabus for the post of Junior Accounts Officer and prepare accordingly. No separate email intimating the syllabus will be sent to individual candidates by the institute. Institute will not be responsible for non checking/ delay in checking the syllabus by the candidate and claiming for any relaxation in this regard in the future.

SYLLABUS

1. **General English** - Noting, drafting, manual and office procedures
2. **Arithmetic** - Ratio analysis, average, simple and compound interest, Data interpretation etc.
3. **Advanced accounting**- Expert level knowledge of accounting and accounting standards, Analyzing financial reports, ratios and its application, Knowledge of capital and revenue expenditures, Receipt and Payments, Income and expenditures, Double entry accounting system, Bank reconciliations, Depreciation on fixed assets, Internal audit of accounts
4. **Auditing and income tax**- Knowledge of vouching, verification and analysis of audit reports, Knowledge of tax provisions like income tax, GST, labor laws etc., Knowledge of tax return filing, computation and response to tax authorities
5. **Government rules applicable to IIT kind of Govt. Institutions--**
General Financial Rules (GFR), Procurement procedures, Rules related to Civil works, Receipt and Payment rules, Grant accounting and auditing, Fundamental rules, Supplementary rules, Leave rules, TA/DA/LTC/Travel norms etc.
6. **Computer literacy** - Expert knowledge of MS office (Word/Excel/PowerPoint/Access), Tally and other accounting packages, Application of IT in e-governance, Smart handling and analyzing of data in digital forms like creating MIS for data of multiple years in common format.

The institute would intimate the schedule of the written test, and Interview/Tradetest/Interaction shortly on the website and to the candidates who have provisionally shortlisted.

Document Verification Requirement for Shortlisted Candidates

The shortlisted candidates must produce all the documents in original for document verification to prove their claim about their eligibility, including Date of Birth, Education Qualification, PWD certificate, Service/Experience Certificate relevant to the post from their employer (past and current), Professional certification (if applicable), etc. IIT Bhilai reserves the right to determine the relevance of any professional experience to the post applied.

If the candidate is not able to produce all the relevant documents in the original form for document verification, and/or if the information provided by the candidate is found to be not correct, the candidature will stand automatically cancelled without any further notice.

All concerned are hereby advised to keep visiting the institute website regularly for any further updates.



Jayesh
कुलसचिव/Registrar

भा.प्रौ.सं. भिलाई /IIT Bhilai

विंग कमाण्डर डॉ. जयेश चन्द्र एस. पै. (सेवानिवृत्त)
Wing Cdr. Dr. Jayesh Chandra S. Pai (Retd.)

कुलसचिव/Registrar

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