

**IUCAA**  
**Advertisement No.02/2024 Sr. No.01.**

**Administrative Officer**

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**No. of Post** : One (Reserved for OBC).

**Pay Scale** : Level-10 in the Pay Matrix (56,100 - 1,77,500). Post is as per 7<sup>th</sup> CPC pay scale & carry allowances like Dearness, HRA, Transport and Children Education etc. as admissible.  
(T.M.E. Rs. 110097/-)

**Age Limit** : 40 years (Age Relaxation as per Govt. of India norms)  
: 45 years for persons from Central Government, State Government, Autonomous Body & University employees.

**Qualification & Experience:** Master's degree with 55% marks with five years experience in Personnel/Purchase & Stores/Finance & Accounts in Govt./University/Autonomous Body/PSU.

**Desirable:** 1: Candidate having 5 years experience in pay Level L-7 and above.  
2: Candidate having CA/CA Intermediate/ICWA/CMA/MBA (Finance) with relevant experience.

**Job Description:**

**1. Balance sheet:**

- Preparation and presentation of Balance Sheet.
- Preparation of Notes on Accounts and other statements.

**2. Audit:**

- Liaison with CAG/Statutory Auditors.
- Preparation of various documents/information for submission to the auditors.

**3. Accounting and Financial management.:**

- Verification of all bills, claims, settlements.
- Monitoring of accounts in Tally/PFMS (Public Financial Management System)/GeM.
- Disbursement of monthly Salary and Pension, calculation of retirement benefits.
- Preparation and presentation of Budget.
- Preparation of Utilization Certificates and statement of expenditure.

**4. Auditing and monitoring the projects:**

- Pre-audit of purchase orders, work orders, increments, promotions, fixation of Pay and Allowances etc.
- Monitoring of various projects which includes releasing the payments, preparation of utilisation certificates and statement of expenditure.

**5. Taxation and other statutory matters:**

- Preparation of Form 16 and 16A, Filling Income Tax returns, Quarterly submission of TDS returns, submission of GST returns, Professional Tax returns, Submission of FCRA quarterly information and annual returns.
- Compliance to GST Audit & GST assessment.

**6. Any other relevant jobs in administration as assigned by the Competent Authority from time to time.**