

Non-Teaching Advertisement through Outsourcing Agency

Advt. No.: IITI/GAD/Outsourced/Rect./06

Dated: October 9, 2026

Name of the post: Junior Assistant

No. of Posts: 01

Essential Qualification: Graduate/Postgraduate in Commerce/ MBA in Finance & Account/ CA Inter.

Desirable Qualification: Graduate/Postgraduate in Commerce/ MBA in Finance & Account/ CA Inter.
Proficiency in MS Office.

Minimum Experience: 01 Year of relevant experience in the field of Finance & Accounts with working knowledge of Tally Software. Basic Knowledge of Taxation (GST, Income Tax), PFMS will be preferred.

Desirable Experience: 01-year experience in the field of Finance & Accounts with working knowledge of Tally Software, Taxation (GST, Income tax)

Job requirements/description:

- Basic Accounting in Tally software; knowledge of GST, Taxation i.e. TDS & Income Tax.

Age: Up to 35 Years from the last date of advertisement.

Remuneration/Salary: ₹29,432/- (Skilled) consolidated per month.

Period of engagement: 01 Year (Extension based on performance).