



**Executive Assistant-Accounts Vacancy
National Institute of Advanced Studies, Bengaluru**

No.NIAS/EAA/2019

03 December 2019

National Institute of Advanced Studies (NIAS) was conceived and founded in 1988 by the late Mr. J. R. D. Tata, who sought to create an institution to conduct advanced multidisciplinary research. Housed in a picturesque green campus in Bangalore the Institute serves as a forum to bring together individuals from diverse intellectual backgrounds, in the natural and life sciences, humanities, social sciences, and conflict and security studies. The philosophy underlying NIAS is given shape by its multidisciplinary research teams. The Institute is unique in its integrated approach to the study of intersections between science and technology, philosophy, social issues and leadership. The objective is to nurture a broad base of scholars, managers and leaders who would respond to the complex challenges that face contemporary India and global society, with insight, sensitivity, confidence and dedication. For more details: www.nias.res.in

NIAS invites application for filling up the following post:

EXECUTIVE ASSISTANT – ACCOUNTS: One (01) Post

The Executive Assistant-Accounts is required to work with the Head-Administration & Finance and maintain book keeping, finalization of accounts, handling bills, bank reconciliation statement, audit related functions, various statutory compliance, etc and carry out any other assignment given from time to time. Should have the knowledge of Rules & Guidelines for General Administration & Finance followed in a Central Government/ Central autonomous organisation and familiar with double entry system of accounting as well as usage of Tally software.

Essential Qualification & Experience:

1. Commerce Graduate with 55% marks or above from recognised University
2. At least 6-7 years of experience in the relevant field, in reputed Academic/Research establishments.
3. Knowledge to use of personal computers and its applications.

Desirable Qualification:

1. MBA or M Com in Finance

Age limit: Below 35 years (as on 1.12.2019)

The appointment will be initially on probation basis for a period of **Two (2) years** from the date of joining. Further continuation will be based on an evaluation of performance. The selected candidate shall be required to join immediately. The Institute reserves the

right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicants to be called for consideration for recruitment. The Institute reserves the right not to fill above post herein advertised in case suitable candidates are not found. Candidates without 'Essential Qualifications & Experience' will be disqualified

Interested applicants should submit their curriculum vitae electronically, including the names and addresses of two referees and a brief statement of interest explaining why they are interested in joining NIAS, in a **single PDF document**. The last date for receipt of application is **30 December 2019**.

Short-listed candidates will be invited to NIAS for an interview.

Salary will be commensurate with qualifications and experience and comparable to other premier institutions in the country.

The applications should be addressed to:

Head, Administration & Finance
National Institute of Advanced Studies
Indian Institute of Science Campus
Bangalore-560012, India
E-mail: admin@nias.res.in