



**OFFICE OF THE TEQIP - III**  
**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**  
**Srinivasnagar – 575 025, Mangalore, Karnataka**

Phone: 91-824-2473072, 2474081  
Fax: 91-824-2474082

No. NITK/TEQIP-III/2019/937

29-10-2019

**ADVERTISEMENT**

National Institute of Technology Karnataka, Surathkal (NITK, Surathkal) an Institute of National Importance under Ministry of HRD Govt. of India, invites application for engagement of Accounts Officer under TEQIP III Project purely on contractual basis for one year from the date of joining or till the end of the project whichever is earlier. The appointment may be extended in other project based on the performance evaluated by Competent Authority.

**Essential Qualification:**

1. The candidate should possess CA or CA (Inter) with PG having a minimum of 3 years of experience in the field of Finance and Accounts, Budgeting and Auditing.
2. Proficiency in the use of computer applications like MS Word, Excel, Power Point and Tally is must.

**Desirable Qualification:**

Knowledge of Government Rules & Regulations and all statutory laws regarding accounting and taxation.

Age limit: Max. 40 years as on last date of submission of application

Remuneration: ₹ 40,000/- per month (Consolidated)

Increment: An annual increment of 3% shall be admissible, upon extension of service after one year.

**General Terms & Condition:**

1. The engagement of Accounts Officer is purely on contractual basis for one year from the date of joining or till the end of the project whichever is earlier. Any claim of absorption at regular position in the institute shall not be entertained at any time.
2. He/ She shall be eligible for leave as per the Institute norms.
3. The services of Accounts Officer may be terminated any time with one month notice period, in case he/ she is not able to satisfactorily perform the duty.
4. He/ She may resign only after giving one month notice in writing to the Appointing Authority.
5. No TA/DA shall be admissible for joining the assignment.
6. Any resultant dispute shall be settled within Mangalore jurisdiction only.

**How to apply:**

Interested and eligible candidates may submit their application along with copies of certificates and mark sheets in the prescribed format on or before November 21, 2019 to:

The Registrar, NITK Surathkal, Mangalore – 575025

Sd/-  
**Registrar**

Self attested PP  
size Photograph

## PROFORMA

1. Post applied for \_\_\_\_\_
2. Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Father's/Husband's name \_\_\_\_\_
5. Address for Correspondence (Block letters) \_\_\_\_\_
6. Permanent Address (block letters) \_\_\_\_\_
7. E-mail / Mob. \_\_\_\_\_
8. Nationality \_\_\_\_\_
9. Whether you belong to (Please tick): SC \_\_\_ ST \_\_\_ OBC \_\_\_ PH \_\_\_ GEN \_\_\_  
(Attach copy of certificate if you belong to SC, ST, PH or OBC)
10. Particulars of examination passed and qualification obtained (commencing with class X)

Exam passed	Year of passing	Board/University	Courses taken	Percentage/CGPA

11. Experience details (start with present post held)

Post held	Name of Organization	Period – From To	Pay/ Scale of Pay	Service in Years	Nature of duties

12. Knowledge of working on PC/ work station and Familiarity with software Packages  
(Please specify):  
\_\_\_\_\_

13. If selected, what notice period would you require before joining?

14. Have you ever been found guilty for any offence under law in the past? If yes, please give full details.

15. Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference:

1. \_\_\_\_\_ 2. \_\_\_\_\_

16. Do you have any relative working in NITK; if yes, please give full details.

17. Any other information you may wish to furnish (in brief, no attachments needed)

### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place \_\_\_\_\_

Date \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**

