

**Hall Management Centre
IIT Kharagpur**

IIT/HMC/CIR/Part-time/01
11 January 2021

Applications are invited from regular Administrative Employees of the Institute for the following posts of **“Part-time Accountant-cum-Auditor”** in Hall Management Centre (HMC).

Sl. No.	Nature of Part-time work	Place of engagement	No of posts	Monthly Remuneration
1.	Maintaining HMC employees service book, (leave, LTC, any type of certificates)	HMC office	02	Rs. 4500
2.	Pension bill and other pensioner-related work	HMC office	01	Rs. 4500
3.	Medical reimbursement regular employees and PRMS	HMC office	01	Rs. 4500
4.	Presenting the salary bill of HMC regular employees, Maintaining day to day account records	HMC office	01	Rs. 4500
5.	Income tax related work and service books	HMC office	01	Rs. 4500
6.	Development and maintenance of HMC website, development of ERP module of HMC and Maintenance of ERP related data	HMC office	01	Rs. 6000

Duties and Responsibilities of “Part-time Accountant-cum-Auditor”:

1. They will be engaged in the Office of Hall Management Centre to perform various accounting/ auditing works and other related works as may be assigned to them by Chairman/ Coordinating Wardens of HMC.

Remunerations, terms and conditions:

1. The present remuneration for each post is as given in the above table for working three hours daily (during 6:00 pm to 9:00 pm) except Saturday/ Sunday/ Holidays.
2. Persons superannuating on or before 31.12.2022 are not eligible to apply.
3. Administrative employees with old GP of Rs. 2000/- (6th CPC) and Rs. 21,700/- (Level 3 of 7th CPC) and above may apply.
4. No extra pay for any other work such as budgeting/ daily accounting/ final accounting/ guest room booking etc would be made.
5. Those who would be selected, would be given provisional offer up to 31.12.2022. Performance assessment may be done every year.
6. Those who are already engaged in part-time job at any other place in the Institute are not eligible to apply.

Application is to be made online at HMC website: [https:// hmc.iitkgp.ac.in](https://hmc.iitkgp.ac.in) and hard copy of the same duly forwarded by the Head of Department/ Centre/ Section, is to be submitted in the Office of the Hall Management Centre latest by 16.01.2021.


Chairman, HMC

To

1. All Deans
2. All Head of the Department/ Centre/ School/ Section
3. All Chairmen/ PICs
4. All Wardens
5. Secretary to Director
6. Secretary to Deputy Director's Office
7. Secretary to Registrar's Office