

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

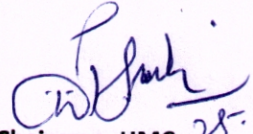
NO.: IIT/HMC/CIR/PTE/2022

Date: 25.11.2022

Applications are invited from the regular employees of the Institute for the post of "part Time Accountant-cum-Clerk" in various Halls of Residence & Hall Management Centre (HMC).

1. Duties and Responsibilities for part-time Accountant-cum-Clerk:
They will be posted in the Halls, have to perform the clerical jobs in the Hall offices and also to perform various accounting/auditing work and other related work as may be assigned to them by the Warden/Asst. Wardens of the respective Halls of Residence.
2. Remunerations, terms and conditions:
 - a. The present remuneration is Rs. 4500/- per month for daily three hours of work (from 5.45 pm to 8.45 pm), except Saturday/Sunday/Holidays.
 - b. Persons superannuating on or before 31.12.2025 are not eligible to apply.
 - c. Administrative/ Technical employees with old GP Rs. 2000/- (6th CPC) and above or Rs. 21,700/- (Level 3 of 7th CPC) and above may apply.
 - d. For those who would be selected, the offer would provisionally be given to them up to 31.12.2024. Performance assessment may be done every year.
 - e. For those who are already engaged in a Part-time job at any place in the Institute are not eligible to apply.

Application is to be made online at HMC website: <https://www.hmc@iitkgp.ac.in> and hard copy of the same duly forwarded by the Head of the Department/Centre/Section, is to be submitted in the Office of the Hall Management Centre latest by 02.01.2023 (Monday).


Chairman, HMC 25.11.22

To

1. All Deans
2. All Head of the Department/Centre/Section
3. All PICs
4. All Wardens/Asst. Wardens – (to bring to the notice of Hall Office)
5. Secretary of Director
6. Secretary of Deputy Director
7. Secretary of Register