

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

NO.: IIT/HMC/Part-time_App./2025

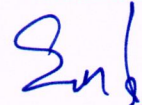
Date: 18.11.2025

Application is invited from the permanent employees of the Institute for the post of "Part Time Accountant-cum-Clerk" in various Halls of Residence & Hall Management Centre (HMC).

Category	Sl No	Nature of Part-time work	Place of engagement	No of posts	Monthly Remunerat ion
Category -I	1.	Maintaining HMC employees service book, (leave, LTC, any type of certificates) Pension bill and other pensioner-related work.	HMC Office	2	Rs. 6000/-
	2.	Medical reimbursement regular employees and HMC office PRMS.	HMC Office	1	Rs. 6000/-
	3.	Presenting the salary bill of HMC regular HMC office employees, maintaining day to day account records, Final Accounts of HMC, Income tax related work, RTI reply.	HMC Office	2	Rs. 6000/-
	4.	HMC Purchase and procurement related work.	HMC Office	1	Rs. 6000/-
Category - II	1.	Development and maintenance of HMC website, development of ERP module of HMC and Maintenance of ERP related data	HMC Office	2	Rs. 8000/-
Category -III	1.	Part Time Accountant cum clerk for Halls of Residence	Halls of Residence	As per requirement	Rs. 6000/-

1. Duties and Responsibilities for part time Accountant-cum-Clerk:

Category I- They will be engaged in the Office of Hall Management Centre to perform various accounting/ auditing works/ Purchase/ maintaining


18-11-25

Employees' and pensioners' service book and other related works as may be assigned to them by Chairman/ Coordinating Wardens of HMC.

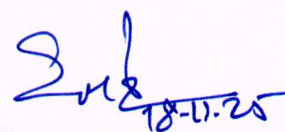
Category II- Development and maintenance of HMC website, development of ERP module of HMC and Maintenance of ERP related data.

Category III -They will be posted in the halls, have to perform the clerical jobs in the Halls offices and also to perform various accounting/auditing works and other related works as may be assigned to them by the Warden/Asst. Wardens of the respective halls of Residence.

2. Terms and conditions:

- a. Daily three hours of work, (during 5.45 pm to 8.45 pm) except Saturday/Sunday/Institute Holidays.
- b. Person superannuating on or before 31.12.2027 are not eligible to apply.
- c. Administrative (Ministerial Staffs) with old GP Rs. 2000/- (6th CPC) and above or Rs. 21,700/- (Level 3 of 7th CPC) and above may apply for *Category-I & Category-III*.
- d. Administrative/Technical staffs with old GP Rs. 2000/- (6th CPC) and above or Rs. 21,700/- (Level 3 of 7th CPC) and above with good knowledge of web development may apply for *Category-II*.
- e. No extra pay for any work such as budgeting/daily accounting/final accounting/guest room booking etc. would be made.
- f. For those who would be selected, offer would be provisionally be given to them up to 31.12.2027, performance assessment may be done every year.
- g. For those who are already engaged in Part time job at any place in the Institute are not eligible to apply.
- h. Tax will be applicable from the said honorarium as per the Income Tax Act.

Application is to be made online at HMC website: <https://www.hmc.iitkgp.ac.in> under Notice section 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 **28.11.2025 (Friday)**. Selection will be done by Selection Committee through an interaction process if shortlisted for the same.


Chairman, HMC

Application URL: <https://hmc.iitkgp.ac.in/erp/cform/newappl>

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.