Indian Institute of Technology Jodhpur
Office of Establishment-II
NH 62, Nagaur Road, Karwar
Jodhpur, Rajasthan – 342 037

Advt. No. IITJ/Intern/2023/02 Date: 06 June 2023

Advertisement for Internship

The Indian Institute of Technology Jodhpur seeks to engage fresh **CA (Intermediate)** as "Interns". These "Interns" shall be given exposure to Administrative Departments within IITJ and would be expected to learn and supplement the process of working of IITJ through their knowledge. Therefore, applications are invited from dynamic, tech-savvy and committed fresh CA (Intermediate) to serve as Interns (Administrative) purely on temporary basis for a period not exceeding two years.

Purpose: The purpose of the Internships is to promote the development of the fresh pass-outs in the area of their education and provide them with career development in relevant discipline. Internships will allow short term exposure of "Selected candidates" within IITJ under Ministry of Education, Government of India as Interns.

Objectives of the Scheme:

a. To allow young academic talent to be associated with the IITJ work for mutual benefit.
b. Provide opportunities to improve their skills both technical as well as managerial.
c. Providing exposure of real life problems to better equip the candidates.
d. To provide stimulating workplaces so as to make them competitive.
e. The "Interns" shall have an opportunity to know about the Government functioning and Rules/Regulations in IIT's/Government of India and contribute to the institute and also enrich their knowledge and experience.

Area and Specialization	Internship (Administrative)

1	Number of Positions	Administrative: 01(One)
2	Nature of Positions	Internship (purely temporary)
3	Duration	Six Months (Minimum) to Two years (Maximum)
4	Essential Qualifications	For Administrative Interns: Chartered Accountant (Intermediate)/PE II/IPCC Note: Only those candidates who have completed their qualification within one year from the date of submission of their application under this scheme will be eligible to apply.
5	Desirable	Knowledge of computers.
6	Nature of Work	The Interns shall be responsible for: All Account related work. Preparation of all Financial Reports, Details and Data. Preparation of Annual Accounts. Checking and Finalization of Utilization Certificate. Taxation related Activities (TDS, 15 CA/CB and GST) .
7	Selection Procedure	Written test/Skill Test/Interview. The Institute reserves the right to conduct Written Test & Skill Test, wherever the circumstances so warrant or may

		fix criteria to restrict the number of candidates to a reasonable limit. Further, qualification higher than those prescribed herein can be used for shortlisting of candidates. No TA/DA shall be admissible to the candidates for appearing in the selection process.
8	Proposed Stipend	A consolidated stipend of Rs. 25000 - 35000/- per month.
9	Age	Should not be more than 27 years as on the closing date of application.
10	Leave	**Leave:** 8 days of Casual Leave for each completed year.

General Instructions:

1. The candidate must be citizen of India.
2. Interested candidate who fulfils the above requirement must apply online through website: ***erponline.iitj.ac.in***. **The last date of application is June 20, 2023.** The applications which will be completed (frozen) shall only be considered and same can be downloaded till **June 22, 2023.**
3. Incomplete applications and applications without supporting documents/attachments will not be entertained.
4. Application in any other format will not be entertained.
5. No correspondence whatsoever regarding the conduct and result of written test & skill test and the reasons for not being called for Written Test and/or Skill Test, Interview will be entertained.
6. Institute reserves the right to:
    a. Fix, modify or revise the eligibility conditions, age and selection criteria as per its requirements, at any time.
    b. Fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.
    c. Place a reasonable limit on the total number of candidates to be called for the Written Test and/or Skill Test, Interview.
7. The Internship can be terminated by the intern by giving atleast one month prior notice. In case the notice period is less than the prescribed period of one month, he/she shall have to deposit the stipend earned (on pro-rata basis) for the duration. However the Internship can be terminated by the Competent Authority at any point of time without giving any notice/reason in respect thereof.
8. OTHER DETAILS:
    a. An Internship certificate shall be issued to the interns, however, no such certificate shall be issued for internship of less than six months
    b. IITJ will provide necessary working space, internet facility (within office) and other necessities as deemed fit for carrying out the responsibilities
    c. Mere fulfilment of essential qualifications shall not guarantee the applicant the right to offer of appointment as intern.
    d. The selected candidate shall produce original marksheets and other relevant document at the time of reporting to join as intern, failing which his/her candidature shall be cancelled.
9. Director IITJ shall be the only final authority to decide on any matter in relation to this Internship Scheme.

   For any query, please send email to **recruitment@iitj.ac.in**

Registrar