


**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No. IIT/HMC/CIR/PT-E/2016
Dt. 18.11.2016

In continuation of earlier circular of even nos. dt. 04.11.2016 and 11.11.2016 the undersigned is to inform that the last date for submission of application for the post of Part-time "Accountant-cum-clerk" has been extended up to **28.11.2016** instead of 22.11.2016.

All other terms and conditions are remain unaltered.


(Prof. S. K. Pal) 18/11/16
Chairman

To
HMC Web site

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

No. IIT/HMC/CIR/PT-E/2016
Dt. 11.11.2016

CORRIGENDUM

Further to the circular of even no. dt. 04.11.2016 for engagement of Part-time "Accountant-cum-clerk" in various Halls of Residence and Hall Management Centre, the following corrections under **sl. no. 2(a) (working time only)** and **interview time only under last paragraph** have been made as under:

Sl. No. /Paragraph	Previous time	Revised time
2(a) (working time only)	5.30 p.m. to 8.30 pm	5.45 p.m. to 8.45 p.m.
Last paragraph (interview time only)	5.00 p.m.	6.00 p.m.

All other terms and condition remain unaltered.

(Prof. S. K. Pal)
Chairman

To
HMC web site

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No.IIT/HMC/CIR/PT-E/2016

Dt. 04.11.2016

Applications are invited from the **permanent employees of the Institute** for the post of "**Part time Accountant-cum-Clerk**" in various Halls of Residence and Hall Management Centre.

1. Duties and Responsibilities for Part time Accountant-cum-clerk :

- ❖ those who will be posted in the Halls, have to perform the clerical jobs in the hall offices and also to perform various accounting /auditing works and other related works as may be assigned to them by the Warden/Assistant Wardens of the respective Hall of Residence.
- ❖ those who will be posted in the Hall Management Centre, have to perform duties related to service matters of the regular hall employees posted in various Halls of Residence including processing of Medical, TA, LTC/HTC, Pension bills etc. of the regular employees and other related matters as may be assigned to them by the Chairman, Hall Management Centre.

2. Remuneration, terms and conditions :

- a) remuneration of Rs. 4500/- per month for three hours in daily, is (during 5.30 pm to 8.30 pm) except Saturday/Sunday/holidays.
- b) person superannuating **on or before 31.12.2018** may not apply.
- c) administrative/technical employees whose GP of Rs. 2000/- and above may apply.
- d) **No extra pay for any part of budgeting/daily accounting/final accounting/guest room bookings etc. would be made.**
- e) Those who would be selected offer would be given for 1 (one) year and it may be renewed upto 2 (two) years subject to satisfactory performance, performance study would be maintained on every six months .
- f) Those who have already **engaged in part-time job** at any place in the Institute may **not** apply.

Application is to be made through online at HMC website: [http:// www.hmc@iitkgp.ac.in](http://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 **22nd November, 2016**. They are also required to appear the personal interview to be held 16th December, 2016 at 5.00 pm in the office of the Hall Management Centre.


Chairman