

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No. IIT/HMC/Part-time/03

Dt. 15.02.2021

Requirement of "Part time Account-cum-Clerk" in various Halls of Residence.

Applications are invited from the permanent employees of the Institute for the post of "Part time Account-cum-Clerk" in various Halls of Residence.

1. Duties and Responsibilities for Part-time Account-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 works and other related works as may be assigned to them by the Warden/Assistant 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, (during 5.45 p.m. to 8.45 p.m.) except Saturday/Sunday/Holidays.
- (b) Person superannuating on or before 28.02.23 are not eligible to apply.
- (c) Normally the administrative employees with Old GP of Rs. 2000/- (6th CPC) and above OR Rs. 21,700/- (level 3 - 7th CPC) and above may apply.
However, the technical employees, who have exceptionally done the work related to accounting/clerical jobs/auditing works, may also be considered.
- (d) No extra payment is admissible for any work such as budgeting/daily accounting /final accounting /guest room booking etc.
- (e) For those who would be selected, offer would provisionally be given to them upto 28.02.2023, Performance assessment may be done every year.
- (f) Those who are already engaged in part-time job at any place in the Institute are not eligible to apply.

Application is to be made online at HMC website: <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 23rd February, 2021 (Tuesday).


Chairman (HMC)

To

1. All Deans
2. All Heads of the Deptt./Centre/Section/school
3. All Chairpersons
4. All Wardens/Assistant Wardens
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office