



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY, KASHMIR**  
**OFFICE OF THE DEAN RESEARCH**

**ADVERTISEMENT NOTICE**

Applications on prescribed format attached herewith are invited for the engagement of eligible candidates against the following vacancy on contractual basis in the Office of the Dean Research, Islamic University of Science & Technology, Kashmir.

S.No.	Post	No. of Posts	Minimum Eligibility	Remuneration per month
1.	Accounts Assistant	01	<ul style="list-style-type: none"><li>B.Com/BCA Degree from any recognized institution / University with minimum 50% of marks in aggregate or equivalent GPA.</li><li>1 year of experience in Finance &amp; Accounting with hands-on experience in Tally ERP (Prime) Accounting Application.</li></ul>	The consolidated monthly remuneration shall be <b>Rs.15,000/-</b>

**General Instructions:**

- The engagement is purely on temporary basis for a period of one year or till the post of Accounts Assistant is filled by the University on substantive basis whichever is earlier.
- Only those who meet the prescribed eligibility criteria need to apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified.
- Shortlisted Candidates shall be called for interviews on a date to be notified separately.
- No TA/DA will be provided to the candidates for appearing in the interview.
- IUST reserves the right to withdraw the advertisement without assigning any reason and right to cancel fully/ partially the selection.
- Applicants are advised to visit IUST website ([www.iust.ac.in](http://www.iust.ac.in)) regularly for any update related to this advertisement.
- Incomplete applications without relevant supporting enclosures will be rejected.
- The duly filled in application form along with self-attested photocopies of certificates/documents shall reach the office of Dean Research, 3<sup>rd</sup> Floor, Academic Block -VII by or **before 28<sup>th</sup> of March, 2024**. Late applications including postal delays shall not be entertained thereafter.

**Sd/-**  
**Dean Research**

No. IUST/DR/24/532

Dated: 11-03-2024



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**Application Form for the post of Accounts Assistant (Contractual)**

1. Full Name with Title (e.g; Mr./Mrs./Ms./Dr.): \_\_\_\_\_  
\_\_\_\_\_
2. Parentage: \_\_\_\_\_
3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_
4. Gender (Male/Female): \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
6. Address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_
7. Mobile No. \_\_\_\_\_
8. E-mail ID: \_\_\_\_\_
9. Nationality: \_\_\_\_\_
10. Domicile Certificate No. \_\_\_\_\_
11. Education (In reverse order starting from highest upto 10<sup>th</sup> Class):

Self-attested  
recent colored  
passport size  
photograph to  
be pasted  
here.

S.No.	Qualification	College/ University	Marks Obtained	Maximum marks	%age of marks obtained	Year of Passing

12. Experience (Starting with the position list in reverse order):

S.No.	Employer (Name, Address & Contact Details)	Period from ...to ... (DD/MM/YYYY Format)	Experience in Years/ Months	Designation	Assignment & Role



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Declaration:

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ solemnly affirms and declares as under:

- A. That I have not been charged/ convicted from any court.
- B. That I have not been dismissed/ removed/ compulsorily retired by way of punishment from any public undertaking or department of Government.
- C. That I have not been declared as insolvent by any court.
- D. That no department inquiry, vigilance case or criminal case is pending against me.
- E. That I am not on bail in any case from the court.
- F. That I undersigned certify that to the best of my knowledge and belief, this application correctly describes me, my qualifications and my experience. I understand that any willful misstatement mentioned herein may lead to my disqualification or dismissal if engaged.

(Signature of the Candidate) Name:

Parentage:

Address:

Contact No:

Email: