



INSTITUTE OF DEVELOPMENT STUDIES

8-B, Jhalana Institutional Area

Jaipur – 302 004 <http://www.idsj.org>

Advertisement No.IDSJ/A/2/2025

Vacancy for Non-Faculty Position

The Institute of Development Studies (IDS), Jaipur is a premier autonomous social science research institute under the aegis of the Indian Council of Social Science Research (ICSSR), Govt. of India and the Govt. of Rajasthan. The Institute has an active research programme on various themes in development studies. The Institute is currently inviting applications for **one Accounts Executive (01 - General)**.

1. Accounts Executive (1 – General) Pay Band: Rs.9300-34800 with GP of Rs.4800 (Partial Implementation of 7th CPC is under process).

Application Procedure:

1. Application can be submitted using **only** the prescribed application form, which can be downloaded from www.idsj.org/vacancies/. Completed application form may be sent to: recruitment@idsj.org. A hard copy of the filled application with self-attested certificates to be sent to “The Director, Institute of Development Studies, 8-B, Jhalana Institutional Area, Jaipur – 302004”. **The last date for submission of the application is March 04, 2025.**
2. Enclosures: (i) PG degree certificate and mark/grade sheets, (ii) Proof of date of birth, (ii) Age Limit preferably upto 45 years as on Feb 28, 2025 for the Accounts Executive.

Eligibility Conditions:

Position	Educational Qualification & Desirable Experience	Responsibilities
Accounts Executive (1 - General)	<p>Candidate must hold one of the following qualifications:</p> <p>(a) CA with minimum 10 years of experience in finance and accounts field; or</p> <p>(b) M.Com. of two (2) years' duration from a Govt. of India recognized University or equivalent with at least 60% marks along with B.Com. with at least 60% marks. Candidate must have minimum 15 years of experience in finance and accounts field.</p> <p>Desirable Experience:</p> <p>Preference would be given to the candidates having not less than 7 years of experience in handling of Accounts/Finance department in the Government Organisations / Government undertakings / Semi-Government Institutions, Government autonomous Bodies.</p> <p>Candidate should have working knowledge of Accounting Standard issued by ICAI, EPF Act, CAG Audit, Income Tax Act, Budgeting, GST Act, Gratuity Act, FCRA etc.</p>	<p>The Accounts Executive will be answerable to Director, IDS Jaipur and apprise him about the matters related to finance as per the institute's provisions from time to time and to other concerned persons with his permission in administration, various project heads and head of various committees based on the need. Preparation of annual budget, financial report at the end of the financial year, keeping financial records of various funds received as grants, for projects and other academic events and ensuring compliance with all statutory provisions are primary responsibilities.</p>

Notes:

1. Selection will be made on the basis of written exam (if number of candidates are more) and personal interview. The decision of the selection committee will be final.
2. Any form of canvassing will be a disqualification.
3. The Institute reserves the right to keep the post vacant if no suitable candidate is found.
4. The Institute reserves the right to shortlist a smaller number of applicants from those who fulfill the minimum advertised conditions.
5. The selected candidates should be able to work in a multicultural environment.
6. The selected candidate is expected to join duty by the third week of March 2025.
7. The candidate with experience will be suitably compensated.
8. The appointment of the Accounts Executive post will initially for six months of probation. Depending on the evaluation at the end of six months, the appointment shall either be made permanent or extended or terminated.
9. For any clarification, applicants may contact IDS Jaipur through email recruitment@idsj.org.

February 22, 2025

DIRECTOR