

Advertisement for Recruitment of Two Posts of Superintendent Grade-I (Accounts) on Contract Basis

Applications are invited from qualified, experienced, and dedicated professionals for Two Posts of Superintendent Grade-I (Accounts) on a contract basis at Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais. The engagement will be for a period of one year, which may be extendable subject to satisfactory performance and the requirements of the Institute.

Name of the Post: Superintendent Grade-I (Accounts)

Number of Posts: 02

Essential Qualification & Experience:

- **CA Inter/ CMA Inter/Master's Degree in Commerce/Finance/Accounts** with a **minimum 55% marks** or equivalent from a recognized University/Institute.
- **Minimum 3 years of relevant experience** in accounts, finance, audit, budgeting, or taxation in a Government institution, University, Government-funded educational/research institute, PSU, Autonomous Body, or reputed private sector organization.
- **Hands-on experience in Tally/ERP/Accounting Software** with working knowledge of MS Office (Excel, Word, PowerPoint).
- Knowledge of **UGC/GoI financial rules, GFR, PFMS, GeM, bill processing, scrutiny, and project accounting.**
- Knowledge of typing in English and Hindi on a computer is a must.
- Proficiency in noting and drafting in English and Hindi

Desirable Qualifications:

- Experience in **GST/TDS returns**, Income Tax compliances, and preparation of audit records.
- Experience in handling financial matters of an educational or research institute of national repute.
- Knowledge of **public procurement procedures**, financial vetting of proposals, and expenditure monitoring
- Knowledge of the preparation of BRS and Annual Accounts.

Job Responsibilities:

Financial Accounting & Reporting

- Maintenance of accounts, ledgers, and financial records, including posting, reconciliation, and periodic closing.
- Preparation of financial statements, balance sheets, expenditure/revenue summaries, and MIS reports.

Budgeting & Fund Management

- Assisting in the formulation and monitoring of annual budgets and fund utilization.
- Maintaining budget registers and preparing variance reports, and financial forecasts.

Bill Processing & Payments

- Scrutiny and processing of vendor bills, staff claims, reimbursements, and student-related payments.
- Ensuring compliance with GFR, Institute norms, and statutory provisions.

Statutory & Tax Compliance

- Preparation and filing of TDS/GST returns, tax deduction, deposit, and issuing certificates.
- Maintaining statutory registers and reconciling tax-related transactions.

Audit & Regulatory Support

- Compilation and documentation for internal, statutory, and C&AG audits.
- Preparing replies to audit queries and ensuring compliance follow-up.

Procurement & Contract Finance Support

- Financial vetting of procurement proposals and contract files.
- Processing payments related to GeM, PFMS, service contracts, projects, and capital works.

Project & Grant Accounting

- Monitoring accounts of sponsored projects and consultancy assignments.
- Preparation of UCs, expenditure statements, and coordination with stakeholders.

Accounting Systems

- Managing entries in Tally ERP 9 and assisting in digitization and automation initiatives.

Record Management & Office Support

- Maintaining financial correspondence, registers, digital records, and reporting.
- Supporting tender/purchase committee activities and drafting financial procedures.
- Any other finance-related duties assigned by the Competent Authority.

Location: RGIPT, Jais Campus, Amethi, Uttar Pradesh

Experience: Min. 3 Years

Age Limit: 35 years as on the closing date of the application

Salary: Rs. 50,000.00 to 60,000.00 per month consolidated

Nature of Post: Contractual for a period of one year. May be extended based on performance.

Important Information / Conditions / Instructions

1. The Institute reserves the right to-

- a. Withdraw the advertised post at any time without assigning any reason.
- b. Reject any or all the applications without assigning any reasons thereof.
- c. Not to fill post advertised.

2. **Place of Posting:** Rajiv Gandhi Institute of Petroleum Technology (RGIFT) Jais Campus, Amethi, Uttar Pradesh.
3. **Type of Engagement:** These positions are purely temporary, and the job incumbent shall be engaged on a contract basis. The job incumbent shall not be eligible to claim any kind of permanent appointment against these posts in the Institute.
4. **Mode of Selection:**
 - a. Shortlisted candidates will be called for a written test/interview/presentation. The final selection will be based on merit, performance in the written test/ interview and relevant experience.
 - b. Mere possession of minimum qualifications does not entitle a candidate to be called for an interview. The institute may restrict the number of such candidates to a reasonable limit based on qualifications and experience, which may be higher than the essential qualifications prescribed herein.
5. Qualifications/ Experiences / Age, etc., as on the last date of submission of applications will only be taken into consideration.
6. **Leave:** 12 Casual Leaves on a pro-rata basis will be admissible in a calendar year.
7. In case any falsification is found with respect to any of the qualifications/experience, the engagement of the job incumbent will be ended with immediate effect.
8. Police verification and Background check of the job incumbents will be conducted.
9. The Institute will not pay any TA/DA to the aspirant for appearing in the written test/interview/presentation for any posts.

Last Date: 31-01-2026

Apply Online