



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)
Sector 9, Dwarka, New Delhi – 110077

Date: 27.06.2022

Advertisement for Position of Research Associate - Accounts

The Delhi Skill and Entrepreneurship University (DSEU) has been established through an act of the Legislative Assembly of the National Capital Territory of Delhi, namely the “Delhi Skill and Entrepreneurship University Act, 2019” (Delhi Act 04 of 2020) to provide quality education in applied sciences and skill education.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for Research Associates to support the DSEU’s Accounts Department

The Research Associates (Accounts) will act as the preliminary management team for the DSEU’s Accounts Department and support the Accounts Team with all tasks assigned.

1.	Name of Position	Research Associate - Accounts
2.	Number of Positions	02 (Two)
3.	Place of Posting	DSEU Dwarka Campus
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 30 years of age as on the date of advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 35,000/-
9.	Education qualification and Experience	<u>Essential</u> B.Com with minimum 55% marks and two years (full time) experience in Finance/Accounts Division in a reputed organisation / Institution <u>Or</u> CA/ M. Com/ MBA Finance with a minimum of 55% marks and one-year (full-time) experience in the Finance /Account Division in a reputed organisation/ Institution
	Desirable	<ul style="list-style-type: none">• Experience in at least one of the following domains;• Basic Accounting, payable and receivable accounts, Bank reconciliation Strong accounting and analytical skills• Excellent excel based financial modeling, budget preparation, data analysis and presentation skills• Good organizational and multitasking abilities• Familiarity with Government rules & regulations will be preferred• Experience of working in finance /Accounts division at a Government organization/agency/ department• Experience of working with Public Finance Management System (PFMS)

11.	Job Purpose	The Research Associate will provide proactive support and assist the Accounts department at DSEU and maintain financial statistics, accounting principles and other accounts work while effectively coordinating with the authority within the University. He/ she will be responsible for ensuring smooth work management in consonance with the policies established by DSEU.
12.	Key Roles & Responsibilities	<ul style="list-style-type: none"> ● The Research Associate Accounts will be responsible for assisting the Accounts team in maintaining the accounts and processing the payment vouchers. ● The Research Associate should have the ability to act with discretion and to maintain confidentiality and adherence to rules and regulations of DSEU and as mentioned in the mandate ● The detailed duties may vary from time to time without changing the general character or level of responsibility entailed ● Some flexibility in working hours may be required from time to time in order to meet deadlines

General Instructions:

1. All eligible Nationals of India are encouraged to apply
2. Before applying, candidates should ensure that they fulfill all the eligibility criteria.
3. No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
4. The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
5. DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/ she does not fulfill the conditions specified in the notification.
6. Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
7. Original documents will be required to be presented for verification as and when asked by the University.
8. The last date for applying is the **18th of July, 2022.**
9. Please fill in the form for your application on <https://forms.gle/97r14fbaHttsUnu8>
10. Queries pertaining to the positions may also be mailed to recruitment@dseu.ac.in