



Hope Foundation's

## INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (I²IT), PUNE

\* Approved by AICTE, New Delhi \* Recognized by DTE Govt. of Maharashtra \*  
Affiliated to Savitribai Phule Pune University

Applications are invited from eligible candidates on Regular / Contract basis for the following posts:

### ACCOUNTS OFFICER (No. of Post - 1)

#### Qualification & Experience:

- Postgraduate in Accounting and Commerce from a recognized University with relevant experience and knowledge of Tally ERP 9, Regulatory and Statutory matters and compliances thereof, MIS reporting, budgets and estimates, finalization of accounts and such other tasks assigned from time to time
- Proficiency in MS Office is essential
- Preference will be given for candidates with relevant work experience in Autonomous / Affiliated Engineering Colleges
- Good written, verbal and interpersonal communication skills
- Age below 45 years
- 7 – 10 years of experience in independently handling the Accounts Department of an Engineering College

### ACCOUNTS CLERK / ACCOUNTS ASSISTANT (No. of Posts – 2)

#### Qualification & Experience:

- Graduate / Postgraduate in Accounting and Commerce from a recognized University
- Knowledge of Tally ERP 9, Bank reconciliations, student fee reconciliations, day-to-day accounting and such other tasks assigned from time to time
- Proficiency in MS Office is a pre-requisite
- Age below 35 years
- Minimum 3 - 5 years of experience in working with the Accounts Department of an Engineering College
- Good written, verbal and interpersonal communication skills

### OFFICE SUPERINTENDENT (No. of Post - 1)

#### Qualification & Experience:

- Postgraduate in Management / Commerce (specialization in either HR or General Administration) from a recognized University with relevant experience and knowledge of HR related matters and compliances
- Proficiency in MS Office
- Preference will be given for candidates with relevant work experience in Autonomous / Affiliated Colleges under recognized Universities
- Good written, verbal and interpersonal communication skills
- Age below 45 years
- 5 – 10 years of experience in independently handling the compliance of various Governing Bodies such as AICTE, DTE (Mah.), SPPU, ARA, NAAC, NBA, Social Welfare Dept. etc.

### CLERK (ADMIN OFFICE) No. of Post - 2

#### Qualification & Experience:

- Graduate in any Discipline from a recognized University with 3-5 years relevant experience
- Proficiency in MS Office
- Good written, verbal and interpersonal communication skills
- Age below 35 years

**T&P ASSISTANT (No. of Post - 1)****Qualification & Experience:**

- Postgraduate in Management / Commerce (specialization in either Marketing or HR) from a recognized University with 3-5 years relevant experience
- Proficiency in MS Office
- Good written, verbal and interpersonal communication skills
- Age below 35 years

**MAINTENANCE ENGINEER (No. of Posts - 2)****Qualification & Experience:**

- Graduate in Civil OR Electrical Engineering from a recognized University with relevant experience and knowledge of the Regulatory and Statutory norms and compliances thereof, MIS reporting, budgets and estimates of civil and electrical work
- Proficiency in MS Office
- Good written, verbal and interpersonal communication skills
- Age below 45 years
- Min. 10 years of experience in handling civil and electrical work of the building infrastructure

**HOSTEL WARDEN – MALE (General Shift) No. of Posts - 2****Qualification & Experience:**

- Any Graduate from a recognized University
- Knowledge of MS Office is essential
- Age not below 40 years
- Preference will be given for candidates with relevant work experience in managing student hostels in colleges.
- Willingness to stay on institute premises

**OTHER TERMS AND CONDITIONS**

1. Interested and eligible candidates can mail their latest resumes and self-attested copies of all relevant documents by mail to [recruitment@isquareit.edu.in](mailto:recruitment@isquareit.edu.in) within 7 days from the date of publication of this advertisement.
2. Application should be accompanied with self-attested copies of all relevant and applicable documents and the candidates should affix their recent passport size photograph on the application
3. Salary will not be a constraint for the deserving and suitable candidates
4. Candidates furnishing incorrect or false information in the application form shall stand disqualified at any stage during the recruitment process
5. Candidates are requested to mention the post applied for in the subject line of the email
6. Shortlisted candidates called for interview will have to bear their own to-and-fro travel expenses (including local conveyance, if any)

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**PRINCIPAL**

**A Project of Hope Foundation – FINOLEX**