

## **Advertisements**

Indian Buildings Congress (IBC) invites Applications for following positions on Contractual basis. Deputy Director Technical– 1 Nos. Account Assistant – 1 Nos. For job profile and other details, please refer IBC website at [www.ibc.org.in](http://www.ibc.org.in) Apply by 20/04/2025 through Email : [info@ibc.org.in](mailto:info@ibc.org.in)

### **Profile for Deputy Director- Technical**

**Post :** Dy. Director (Technical) Qualification B.E (Civil) from recognized University.

**Age:** Minimum 30 yrs. and Maximum 50 years as on date of Advertisement.

**Experience:** Minimum 5 years of professional experience

**Desired Exp.:** Must have Academic bent of mind and well versed with bringing out of Technical Publications

**Skills Required:** Good Communications skills, Strong writing skills, Must be self-starter, Stakeholder management, Strong co-ordination skills, Networking skills

**Remuneration**

**Offered** - Rs 50,000/- p.m. (consolidated)

**Mode of Appointment-** On Contractual Basis

Last Date for Applying: 20th April 2025

Mail your CV on [info@ibc.org.in](mailto:info@ibc.org.in)

### **Profile for Accounts Assistant**

Post	-	Account Assistant
Qualification	-	B.Com in first division from any recognized University
Experience	-	Must have experience of working with Tally and maintain/updating Books of Accounts
	-	Must be Tech-Savvy and conversant with MS Office
	-	Must be conversant with Accounting Principle, Statutory Regulation such as GST, Taxation, filing of Income Tax return etc.
Job Profile	-	Maintain Accounts of IBC as per accounting principles and regulatory requirement-statement.
	-	Preparation of Budgets, Income-Expenditure Statement
	-	Responsible for compliances of all statutory regulation such as Income Tax, TDS, GST & others.
	-	Assist Account Officer in all activity related to the Accounts of IBC
	-	Any other activity that may be assigned from time to time.
Remuneration Offered	-	Rs 35,000/- p.m. (Consolidated)
Age	-	Maximum 40 years as on date of Advertisement
Mode of Appointment-		On Contractual Basis
Last Date for Applying:		20th April 2025
Apply through email -		<a href="mailto:info@ibc.org.in">info@ibc.org.in</a>