



IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

**ADVERTISEMENT
FOR
Intern -Finance
AT
IIT MANDI IHUB AND HCl FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus**

About IIT Mandi iHub and HCl Foundation: **About iHub:** IIT Mandi iHub and HCl Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **“Human-Computer Interaction.”** The vision of the iHub is to be an internationally recognized hub that nurtures HCl research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the position of Intern-Finance

- **Qualification:** Bachelor’s or Master’s degree in Commerce, Finance or accounting.
- **Duration:** 6 months-12 months
- **Stipend:** 15,000 per month
- **Apply Here:** <https://form.typeform.com/to/vEc5atwI>

Responsibilities

- **Accounting & Data Entry:** Accurately record daily financial transactions and perform data entry in Tally.
- **Voucher Management:** Create, verify, and organize debit/credit/payment vouchers and maintain supporting documentation.
- **Record Maintenance:** Ensure all financial records, invoices, and receipts are systematically filed and updated.
- **Audit Support:** Assist the team during internal and external audits by gathering required financial documents, schedules, and vouchers.
- **Reporting:** Help prepare routine financial reports, balance statements, and spreadsheets using MS Excel.
- **General Finance Tasks:** Support the department with miscellaneous administrative and accounting tasks as assigned.

Qualification:

- Bachelor’s or Master’s degree in Commerce, Finance or accounting. (e.g., B.Com, M.Com, BBA/MBA Finance).

Desirable Skills:

- Basic to intermediate hands-on experience with Tally (ERP 9 / Prime) and MS Excel.
 - High level of accuracy when handling numbers and financial data.
 - Ability to keep digital and physical records structured and easy to retrieve.
 - Good written and verbal communication skills.
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Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi iHub and HCl Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.
5. If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.
6. **The applications will be considered till the post is filled.**

Contact us: IIT Mandi iHub and HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.