

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Atal Nagar, Raipur, Chhattisgarh - 493661

(An Institute of National Importance under the Ministry of Education, Government of India)

Website: www.iimraipur.ac.in

RECRUITMENT NOTICE **JUNIOR ACCOUNTS EXECUTIVE**

Advertisement No.: IIMR/Admn/Rec./Jr.Accounts Executive/2026-27/09

Date: 29.06.2026

1. About the Institute

Indian Institute of Management Raipur is an Institute of National Importance established by the Government of India under the IIM Act, 2017. The Institute invites applications from eligible Indian nationals for the following post on a fixed-term contract basis.

2. Post Details

(a) Post: Junior Accounts Executive

(b) Number of Posts: One (01), OBC

(c) Classification: Group B, Non-Faculty

(d) Pay: Consolidated emoluments equivalent to the minimum of Pay Level 6 as per the 7th Central Pay Commission, i.e., Basic Pay of Rs. 35,400/- per month plus Dearness Allowance as applicable from time to time. In addition, the selected candidate shall be entitled to allowances such as House Rent Allowance, Children's Education Allowance, Transport Allowance, and other allowances as admissible under the Institute's rules. Suitable pay protection in line with the last pay drawn may be offered to deserving candidates from the Government / Autonomous Institutes.

(e) Nature of Appointment: Regular or Fixed Term Contract. In the case of a Fixed Term Contract, the initial appointment shall be for three (03) years, extendable subject to satisfactory performance and institutional requirements. The Institute reserves the right to appoint on either basis, depending upon the outcome of the selection process.

(f) Place of Posting: IIM Raipur, Atal Nagar, Raipur, Chhattisgarh.

3. Essential Qualifications

B. Com and M. Com with first-class marks from a recognised University or Institute.

4. Experience

(a) Minimum three (03) years of relevant experience in the field of Internal Audits/Audit works, Final Accounts, Finance, Budget, etc.

(b) Candidates with suitable work experience (minimum one year) in an educational institute of national importance may be given preference.

(c) The candidate should possess the following functional competencies and skills:

(i) Working knowledge of GFR 2017, Accounting Standards, and relevant provisions of Income Tax Act, GST Act, and FCRA.

(ii) Familiarity with Fundamental & Supplementary Rules (FR & SR) and National Pension System (NPS).

(iii) Experience in preparation of budgets, financial planning, and monitoring.

(iv) Experience in finalization and closure of books of accounts.

(v) Experience in the preparation of monthly, quarterly and annual statutory returns.

(vi) Experience in financial reporting and preparation of MIS.

(vii) Proficiency in MS Office applications (Word, Excel, PowerPoint).

(viii) Hands-on experience in ERP systems (Accounts Module) or similar financial software.

(ix) Experience in reconciliation of bank, store and cash balances.

(x) Familiarity with PFMS and GeM portals.

(xi) Knowledge of commercial matters including Bank Guarantees.

(xii) Exposure to accounting of RA bills, final bills, donations/CSR funds and issuance of Utilization Certificates.

(xiii) Experience in liaison with internal/external auditors, banks, vendors and Government agencies.

(xiv) Experience in foreign currency remittance (desirable).

(xv) Ability in documentation, record keeping, file management and maintenance of registers.

(xvi) Good drafting and communication skills in English and Hindi.

5. Age Limit

(a) Not exceeding 35 years as on the last date of receipt of applications.

(b) Age relaxation shall be applicable as per the Government of India rules.

6. Job Responsibilities (Finance & Accounts Oriented)

(a) Assist in day-to-day accounting functions, including processing of bills, vouchers, payments, and receipts in accordance with prescribed financial rules and procedures.

(b) Maintain books of accounts, registers, and financial records in both physical and electronic form, ensuring accuracy and timely updating.

- (c) Prepare and process invoices, RA bills, final bills and related documents, ensuring compliance with applicable norms and approvals.
 - (d) Assist in preparation of budget estimates, revised estimates, expenditure statements and monitoring of budget utilization.
 - (e) Support in finalization and closure of accounts, including preparation of schedules, statements and supporting documents.
 - (f) Prepare monthly, quarterly and annual financial reports, MIS statements and statutory returns as required.
 - (g) Carry out reconciliation of bank accounts, cash books, stores and other financial records on a regular basis.
 - (h) Process transactions through ERP systems and ensure proper accounting entries in the Accounts Module.
 - (i) Assist in matters related to statutory compliance including GST, Income Tax, TDS and other applicable regulations.
 - (j) Coordinate with internal and external auditors by providing required data, records and clarifications during audits.
 - (k) Handle matters related to PFMS, GeM and other Government portals as applicable.
 - (l) Maintain records related to grants, donations, CSR funds and assist in issuance of Utilization Certificates.
 - (m) Assist in processing of foreign remittances, vendor payments and related documentation, wherever applicable.
 - (n) Maintain proper documentation, filing and record-keeping of all financial transactions and correspondence.
 - (o) Liaise with banks, vendors, Government agencies and internal departments for finance and accounts-related matters.
 - (p) Assist in preparation of data for audit queries, RTI matters and Parliamentary questions, as required.
 - (q) Any other work or task assigned by the Director/CAO from time to time.
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7. How to Apply

- (a) Eligible candidates shall apply online only through the IIM Raipur website: www.iimraipur.ac.in.
 - (b) Applications submitted by any other mode, including by post, email or in person, will not be entertained.
 - (c) Candidates must upload self-attested copies of all relevant documents including proof of qualification, experience certificates, date of birth proof and category certificate (if applicable), and NOC in the prescribed format attached herewith along with the online application.
 - (d) Last date for submission of online applications: **19 July 2026**
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8. General Terms and Conditions

- (a) The appointment may be made on a regular basis or on a fixed-term contract basis, at the discretion of the Institute. In the case of a fixed-term contract appointment, the contract shall be for three years and shall be extendable subject to satisfactory performance and institutional requirements.

(b) Candidates who are permanent employees of Government, Semi-Government, PSU or Autonomous Bodies must apply through proper channel. Those who are not in permanent employment must produce a No Objection Certificate from their current employer at the time of interview.

(c) Only shortlisted candidates will be intimated and called for a personal interview or written test or skill test as applicable. No correspondence regarding application status will be entertained.

(d) Outstation candidates called for interview will be reimbursed to and fro III-AC Class railway fare from their mailing address to the place of interview by the shortest route, on production of proof of travel. No stay will be provided by the Institute. No local travel reimbursement will be admissible.

(e) Original certificates must be produced at the time of interview.

(f) The appointment is subject to a medical fitness certificate issued by a Government Medical Officer at the time of joining.

(g) The cut-off date for determination of age and experience eligibility shall be the last date of receipt of applications.

(h) The Institute reserves the right to cancel, modify or suspend this recruitment process at any stage, including after receipt of applications or conduct of interviews, without assigning any reason whatsoever. No claim shall lie against the Institute on account of such cancellation or modification.

(i) The Institute reserves the right to fill or not fill the post, and to relax any of the prescribed qualifications or experience in deserving cases at its discretion.

(j) Mere fulfilment of the minimum eligibility criteria shall not confer any right on a candidate to be called for interview or to be selected.

(k) Applications that are incomplete in any respect, including those not accompanied by requisite supporting documents, will be summarily rejected. No correspondence in this regard will be entertained.

(l) There is no application fee for this post.

(m) For any queries, please contact us at 0771-2474755 or email us at staffrecruitment@iimraipur.ac.in

S/d
Col. Aditya Sudan (Retd.)
Chief Administrative Officer
IIM Raipur

NO OBJECTION CERTIFICATE
(On Institute / Organization letter head)

1. This is to certify that Dr. / Mr. / Mrs. / Ms. _____ is a **Bonafide employee** of this Institute / Organization with effect from _____ his / her **Employee Code** is _____.
2. At present, he / she is working as _____ in the _____ **Department / Section** in a **Temporary / Contract / Permanent** capacity in the **Scale of Pay / Pay Band / Consolidated Emoluments of Rs.** _____.
3. This Institute / Organization has **No Objection** if he / she applies for the post of _____ at **Indian Institute of Management Raipur**.
4. It is also certified that **no vigilance enquiry** is pending or being contemplated against him / her. Further, he / she will be **relieved from this Institute / Organization**, in the event of his / her selection to the said post.

Date: _____

Place: _____

Name: _____

Designation: _____

Signature of the Head of the Institute / Organization: _____

Official Seal: _____