

Advertisement for the Position of Accountant

Outsource: HR- 56

Date: 11 Sep 2025

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on an outsource basis:-

No of post	Name of the post	Age Limit	Period of Engagement	Consolidated Salary Package
01	Accountant	40 years	1 year	30,000 – 40,000 per month

Eligibility Criteria

- (i) M.Com from a Govt. recognized University or B. Com from a Govt. recognized University with CA Inter or MBA (Finance) with B.Com from a Govt. recognized University.
- (ii) Minimum 02 years' experience in handling Finance and Accounts work in Central or State government/ Central Autonomous bodies/ Centrally Funded Technical Institutes/ Central Universities/Reputed organizations.
- (iii) Chartered Accountant (CA) from the Institute of Chartered Accountants of India (ICAI) is preferable.

Desirable

- (i) Minimum 05 years' experience in handling Finance and Accounts related work in Central or State government/ Central Autonomous bodies/ Centrally Funded Technical Institutes/ Central Universities.

Job Description

- (i) Preparation and maintenance of books of accounts.
- (ii) Payroll processing and reimbursements.
- (iii) Compilation and finalization of annual accounts.
- (iv) Income Tax, GST, TDS, and other statutory compliances.
- (v) Processing of invoices, advances, and Bank reconciliations.
- (vi) Assisting in Internal and external audits.
- (vii) Processing of Medical Claims.

Desirable Skills:

- (i) Knowledge of Government financial rules and procedures.
- (ii) Strong analytical, organizational, and communication skills.
- (iii) Ability to work in a team-oriented environment.

General Instructions:

- (i) This is purely a temporary engagement on an Outsource basis, and selection does not entitle for any claim what-so-ever for regularization against any regular post or any vacancy arising in future or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.
- (ii) The selected candidate will be deployed at IIT Jammu on outsource basis.
- (iii) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- (iv) Only shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.
- (v) The candidates needs to bring all the original documents for verification during Trade Test/Interaction.
- (vi) Salary will be negotiable based on relevant experience.

Application Submission:

- (i) Candidates are required to submit online application latest by 21-09-2025 for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.
- (ii) Incomplete information shall be summarily rejected.
- (iii) Candidates must provide details of 10th or equivalent, 12th or equivalent, graduation, post-graduation qualification (if any) and last pay certificate (if any).