



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Admn/Rectt/2024/48(1)

25 October 2024

**ADVERTISEMENT FOR ENGAGEMENT OF FINANCE & ACCOUNTS ASSISTANT**  
**(ON CONTRACT BASIS)**

Indian Institute of Management, Mumbai invites applications from interested & eligible candidates for engagement of Finance & Accounts assistant positions purely on contract basis initially for a period of three year which may be extended subject to performance and institutional requirements with a mandatory commitment of one year. The details are as under: -

1) Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>Finance &amp; Accounts Assistant - 02 post</b> (contractual)</p> <p><b>Monthly Emoluments - Consolidated Pay</b> between ₹ 60,000/- to ₹ 75,000/- per month</p> <p><b>Upper Age limit - 30 years</b></p>	<p><b>Qualification:</b> Graduate with professional qualification of CA from the Institute of Chartered Accountants of India</p> <p><b>Experience:</b> Freshers/ Preferences shall be given to candidate with relevant experience with the Top 50 ranked educational institutes as per the latest NIRF Rankings.</p>
<p><b><u>Job Profile:</u></b></p> <ul style="list-style-type: none"><li>• Proper maintenance of accounts, disbursement, investment, attending statutory audit, CAG Audit &amp; Co-ordination with Auditors.</li><li>• Prepare Budget Estimate and Revised Estimate. Correspondence with the Income Tax Department regarding Exemption/ Returns.</li><li>• Preparation and presentation of Annual Budget Estimates and Revised Estimates of the Institute to the Finance Committee of the Board of Governors of the Institute.</li><li>• Regulation of the individual claims as per Central Government rules and orders (FR/SR etc.).</li><li>• Payment of contractors / Service providers bills as per GFR 2017 and Central Government orders.</li><li>• Reconciliation of Academic Fee, income from MDP programs maintaining payroll, issue of form – 16, TDS calculation for salary and honoraria to faculty and staff.</li><li>• Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor. General of India.</li><li>• Reply to Audit queries and issue replies, securing audit reports each year from the Auditors and arranging submission of the same to the Ministry for placing it on the table of both houses of the Parliament.</li><li>• Maintenance of NPS accounts of the employees.</li><li>• Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules.</li><li>• Managing short-term and long-term investments of the Institute.</li><li>• Preparation of half-yearly accounts of the Institute.</li></ul>	

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| <ul style="list-style-type: none"><li>• Ensuring timely conduct of internal audit and responding to audit queries.</li><li>• Any other duty assigned by AO/SEO (F&amp;A)/CAO / Dean / Director.</li></ul> |
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### **GENERAL CONDITIONS:**

1. The selected candidate (s) will be engaged on contract basis initially for a period of three year.
2. The candidate must be a citizen of India.
3. **Accommodation on twin sharing basis may be provided as per availability.**
4. **Mode of interview will be virtual.**
5. All educational qualifications must be from a recognized Board/University/Institute only. The prescribed qualifications are minimum and unless specified, those are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.
6. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
7. Applicants are advised to ensure before applying, that they possess the minimum essential qualification and experience laid down for the advertised post. Eligibility in terms of age, qualification and experience of an applicant for the post applied shall be considered as on the last date of closing of application.
8. The experience required may be relaxed at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe if, at any stage of selection, the Competent Authority is of the opinion that a sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
9. The Institute reserves the right to restrict the number of candidates for written / skill tests/interviews to a reasonable limit based on qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
10. Calling a candidate for a test/interview merely indicates that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.
11. The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above [if any] the minimum qualifications prescribed along with documentary evidence.
12. Candidates will be short-listed for a Test/Interview based on the information provided by them in their applications. They must ensure that such information is true. If at the time of the Test/Interview or any subsequent stage or any information given by them or any claim made by them in their applications is found to be false, their candidature will be liable to be rejected.
13. The Institute shall verify the antecedents or documents submitted by a candidate at any time 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 his services shall be liable to be terminated.

14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
15. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
16. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising during the selection process may be filled by the available candidates. The number of posts is tentative only
17. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
18. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.
19. Relaxation in age to PwD /Ex-Servicemen is as per Government of India rules.
20. Candidates must upload the valid Prescribed Certificate duly signed by an Authorized/Competent Authority for availing reservation, age relaxation, fee exemption, any other concession, etc.
21. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
22. The decision of the Institute in all matters relating to the candidate's eligibility, screening/skill/written test, and selection would be final and binding on all the candidates.
23. After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
24. The applicant[s] selected against one position mentioned above may be assigned/transferred to any other position/office/department as per the requirement of the Institute [any time during their service period] without assigning any reason from time to time.
25. In case of any dispute/ ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of IIM Mumbai only.
26. No interim correspondence/queries should be entertained.

### **OTHER INSTRUCTIONS TO THE APPLICANTS:**

1. Candidates should submit their application as per format attached to this advertisement to [career@iimmumbai.ac.in](mailto:career@iimmumbai.ac.in).
2. Candidates should follow the prescribed procedure for submission of applications.

The candidates shall upload the following relevant documents:

- Please provide certificates and/or mark sheets of educational qualifications, including SSLC, Intermediate, Diploma, UG Degree, PG Degree, and PhD, along with the consolidated mark sheet of the minimum educational qualification prescribed for the post applied.

Note: The candidate is required to mention the percentage of marks obtained under the educational qualification details while applying and in cases where University/Institute/Board does not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute/Boards defined criteria for conversion of CGPA into the percentage of marks, will be accepted on the production of documentary proof for the same. However, where the University/Institute/Board does not define criteria for conversion of CGPA into the percentage of marks, the decision of the Institute for such undefined parameter(s) would be considered final.

- Birth Certificate (issued by competent Authorities under law) or High School certificate clearly

indicating date of Birth.

- Valid Category certificate (SC/ST/OBC-NCL/EWS/PwD/Ex-servicemen etc.), if applicable.
  - NOC from current employer, if applicable.
  - Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties, and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
  - Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable us to compare with the scales and pay of the Government indicated against each post wherever required.
  - Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
3. All the details furnished in the application will be treated as final and no changes shall be entertained thereafter and the same will be taken into consideration for the whole recruitment process.
  4. Candidates are advised to fill in their correct and active e-mail addresses in the application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements concerning copies of certificates to be submitted in respect of claims made in the application will be informed by e-mail in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
  5. Addendum/corrigendum if any, in respect of this advertisement shall be published only on Institute website
  6. Application forms incomplete in any way or not having required educational/experience certificates/without prescribed application fee or the latest photograph are liable to be rejected without any intimation.
  7. Candidates attending the Screening Tests, such as the written test, trade test, or skill test, will not receive TA/DA.
  8. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
  9. Canvassing in any form will be a disqualification.
  10. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the application.

### **HOW TO APPLY**

Interested candidates should submit their applications in prescribed format along with self-attested copies of requisite documents to email id: [career@iimmumbai.ac.in](mailto:career@iimmumbai.ac.in) on or before 10.11.2024.

No other mode of application will be entertained.

## Application format for Finance & Accounts Assistant

Name of the post applied for \_\_\_\_\_

1. Name of the candidate: \_\_\_\_\_

2. Date of birth (as per class 10<sup>th</sup> Mark sheet/Certificate): \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Category (SC/ST/OBC/GEN/PWD): \_\_\_\_\_

5. Sex (Male/Female): \_\_\_\_\_

6. Married/Un-Married: \_\_\_\_\_

7. Permanent Address :

\_\_\_\_\_

PIN

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

8. Correspondence Address (with PIN Code):  (Pl. mark  if same as permanent address)

\_\_\_\_\_

PIN

District: \_\_\_\_\_ State: \_\_\_\_\_

Mob. No. \_\_\_\_\_ Email \_\_\_\_\_

9. Educational Qualification (Starting from 10<sup>th</sup> onwards):

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ institution	Year of passing	Class of Division	% of marks/G PA	Subjects taken/ Specialization

10. Experience, if any (Starting from the present employment(Experience certificate needs to be attached):

S. N.	Name & Address of the employer	Post held/Nature of employment	Period		Permanent/ Temporary	Salary & Grade Pay (in Rs.)	Nature of duties
			From	To			

Please paste a latest self attested colour photo of the candidate

11. Check List of documents attached (Self attested photocopies to be attached here) (Pl. mark ✓ on documents attached & x on others)

1. Class 10<sup>th</sup> Marksheet
2. Class 10<sup>th</sup> Certificate
3. Class 12<sup>th</sup> Marksheet
4. Class 12<sup>th</sup> Certificate
5. Graduation/Diploma consolidated /final Marksheet
6. Graduation/Diploma certificate
7. Document in support of higher educational qualification
8. Documents in support of previous employment
9. Any other document (list them)

<input type="checkbox"/>
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12. **Declaration by Candidate**

I here declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE CANDIDATE

Place: \_\_\_\_\_

Date: \_\_\_\_\_