



OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036

Advertisement No.: ICSR/PR/Adv.t.175/2025 Dated: 24/10/2025

Applications are invited for the temporary post of **Accountant**, Department of **Electrical Engineering**, IIT Madras.

Co-ordinator: Prof. R Sarathi, Dean Planning, In charge - (SWAYAM Plus project), IIT Madras.

Duration: Initially for one year, later extendable based on the performance.

Number of Vacancies: 01

S. No	Post	Qualification and Experience	Pay
1	Accountant	Qualification: - First-Class bachelor's degree in commerce (B. Com) or bachelor's in business administration (BBA) with specialization in Finance or Accounting from a recognized Indian university or institution. - Preferably, a master's degree in commerce (M. Com) or MBA (Finance) from a reputed institution. - Professional certifications such as CA (Inter), ICWA (Inter), or equivalent is an addition. Experience: - Candidates should preferably have 2-3 years of work experience, with 5 years of relevant experience in financial management being highly desirable. Prior exposure to government or educational institutions will be considered an added advantage. - Proficiency in accounting software and Microsoft 365 products.	Rs. 5 to 7 Lakhs/- Per Annum commensurate to performance in interview, prior work experience and education qualification

Job Description:

The accountant is expected to manage and oversee all financial operations related to the SWAYAM Plus initiative. The individual will play a key role in ensuring smooth financial transactions, maintaining compliance with government regulations, and supporting revenue-sharing mechanisms with industry partners. The role

involves close coordination with internal teams, external partners, and vendors to ensure financial transparency and efficiency.

Roles & Responsibilities:

- The job holder as Accountant reports to the Dean Planning and performs a set of responsibilities which facilitates planning, directing and controlling finance in accordance with the set policies of SWAYAM Plus.
- The role involves managing funds, driving budgets, automating processes, maintaining books of accounts, scheduling audits, and handling tax-related matters for the initiative.
- The job holder needs to facilitate revenue-sharing mechanisms between industry partners and the Ministry of Education. They should also ensure accurate calculation of partner shares, and maintenance of financial agreements.
- The individual needs to assist in preparing annual budgets, forecasts, and financial plans for SWAYAM Plus. Provide financial insights to support strategic decision-making and resource allocation.
- The incumbent needs to generate periodic financial reports for internal stakeholders, ministry officials, and partner institutions. Analyse financial data to identify trends, risks, and opportunities for improvement.
- The role requires maintaining comprehensive records of financial transactions, MoUs, contracts, and revenue-sharing agreements, while ensuring proper archiving and retrieval systems are in place.
- The job holder needs to identify opportunities to streamline financial workflows and implement automation tools to enhance efficiency and reduce manual errors.

Skills required:

- Financial Management & Accounting Expertise: Strong foundational knowledge in accounting principles, financial reporting, and government financial procedures.
- Experience with Payment Systems: Familiarity with digital payment gateways, transaction monitoring, and reconciliation processes.
- Analytical & Problem-Solving Skills: Ability to interpret financial data, identify discrepancies, and provide actionable insights.
- Attention to Detail & Accuracy: High level of precision in maintaining financial records, preparing reports, and handling audits.
- Compliance & Regulatory Knowledge: Understanding of taxation (direct and indirect), audit standards, and financial regulations applicable to government and educational institutions.
- Cross-Functional Collaboration: Ability to work effectively with internal teams (project, outreach, tech) and external stakeholders (industry partners, HEIs, vendors).
- Communication Skills: Clear and professional communication for financial reporting, stakeholder coordination, and documentation.

- **Technology Proficiency:** Experience with accounting software (e.g., Tally, Zoho Books, SAP), Excel, and financial dashboards.
- **Adaptability & Initiative:** Comfortable working in a dynamic, fast-paced environment with evolving processes and priorities.

About SWAYAM Plus initiative

SWAYAM Plus is a Ministry of Education initiative launched in alignment with the National Education Policy (NEP) 2020 to address the employability gap in higher education. SWAYAM Plus focuses on delivering credit-based, industry-aligned online courses that can be integrated into the core curricula of Higher Education Institutions (HEIs). The platform serves as a bridge between academic learning and industry needs by collaborating with leading industry partners, academic institutions, and ed-tech companies.

The platform currently hosts over 400+ online courses and focuses on employability and skill development through programs in priority sectors such as Manufacturing, Energy, IT/ITES, Management Studies, Teacher Education, Healthcare, Hospitality & Tourism, Social Sciences, Indian Knowledge Systems, Media, and Communication.

Note that this is a contractual position for 1 year, with a performance review at the end of 6 months to consider for further extension.

The last date for submission of online application is 12.11.2025.

General Instructions to the candidates

- 1) All the positions are on purely contract basis.
- 2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- 3) Candidates should apply online only in the website https://icsrstaff.iitm.ac.in/careers/current_openings.php - **(Please check the advertisement number Advt.175/2025 displayed and submit the application for the relevant position).**
- 4) Separate application has to be filled for each post.
- 5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, the candidate wishes to apply for more than one position) before the submission of application.
- 6) The application cannot be edited, reverted once it is submitted.
- 7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, the candidature will be liable to be rejected.
- 8) Candidates should follow the prescribed procedure for submission of online application.
- 9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.

- 10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that the candidature has been found eligible.
- 11) After successful online submission of application, a printout of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- 12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
- 13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.
- 14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- 15) The experience required is relaxable 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 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.
- 16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons, therefore.
- 17) Calling a candidate for test/interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.
- 18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
- 19) 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 their services shall be liable to be terminated.

- 20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
- 22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, the candidate should submit testimonials from the most recent employer or immediate superior as a referee.
- 23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- 24) The Institute solely reserves the right not to fill any advertised position without assigning any reason
- 25) Only shortlisted applicants will be contacted.
- 26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- 27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- 28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
- 30) If there is any issue to submit the application please send E-mail to : icsrrecruitment@icsrpis.iitm.ac.in / icsrrecruitment6@icsrpis.iitm.ac.in **Contact: 044- 2257 9796** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
- 31) **Instructions to apply online:-**Eligible applicants would require to register and apply online through https://icsrstaff.iitm.ac.in/careers/current_openings.php and submit the application.

Sd/-

Head –HR
Office of IC&SR
IIT Madras