ADVERTISEMENT FOR THE POSITION OF AN 'ACCOUNTS OFFICER'

Indian Institute of Technology (IIT) Ropar, Defence Research and Innovation Foundation (DRIF) is a Section 8 company established at IIT Ropar. We are seeking a detail-oriented and experienced **Accounts Officer** to manage financial records, ensure compliances with regulatory standards, monitors audit and supports overall financial operations. The ideal candidate will be responsible for maintaining accurate books on accounts payable and receivable, payroll and daily financial entries and reconciliations.

Job Description: -

- Report to CEO for all matters.
- Prepare and put up monthly accounts to CEO/MD.
- Assist CEO in preparation of future projections for next financial years by Dec of each preceding year.
- Execute all tasks given by CEO/ MD.
- Keep books of Accounts updated all times and put up to CEO/ MD as and when asked for.
- Execute all tasks in relation to financial matters with IIT Ropar main accounts department or any other department as and when directed by CEO/ MD.
- Use Tally for preparation of accounts.
- Prepare tax filings and ensure compliance with statutory regulations/ bodies.
- Support audits (internal and external) and coordinate with auditors.
- Maintain documentation for all financial transactions.
- Maintenance of record of budgets and track utilization of budgeted funds.
- Preparation of Invoice of I&D Projects, DGR & ARTRAC Courses etc.
- Booking of taxis, rail tickets, air tickets or any other means of transportation tickets for all office bearers on directions of CEO/ MD.
- Booking of accommodation and payment for the same directly for all office bearers on requisition and approval by CEO/ MD.
- Ensure no pending dues are there more than 15 days including holidays.
- Any other duties that may be assigned by CEO/ MD from time to time.
- Operating GeM portal on behalf of DRIF on directions of CEO/ MD.

Required Skills & Qualifications: -

- CA/ CMA/ ICWA/ M. Com having 70% marks.
- Proficiency in accounting software, GeM and Govt procurement platforms, Tally, PFMS, Pay Roll accounting, e-TDS etc.

- Strong knowledge of accounting principles, standards, and regulations.
- Knowledge of GST, TDS, and other Indian tax regulations.
- Proficient in the use of a variety of computer office applications, M.S. Word, Excel, Power Point etc.
- Good communication skills.
- Ability to work independently and as part of a team under the CEO/ **MD.**
- Good knowledge of Defence procurement system.
- Candidate who has earlier worked with Armed Forces will be preferred.
- Knowledge of accounting system related to defence IR&D funds will be an added advantage.
- Candidates having knowledge of Punjabi will be preferred.

Contract Period: Eleven (11) months, extendable by another eleven (11) months based on recommendation by AATO & CEO to MD.

Remuneration: INR Forty Thousand to Forty-Five Thousand (Rs **40,000 to 45,000/)** based on the qualifications. Age

limit: Up to 48 years.

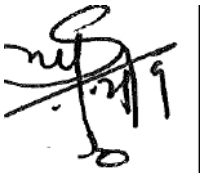
Experience Requirement: At least 5 years of relevant work experience as a account executive/ clerk.

Application Process: Post your detailed CV to MD **by Registered post & email ID** ssmahal@iitrpr.ac.in with subject as "Application for the position of "An Account Officer" on or before 15 Oct 2026. Postal Address is as under:-

Managing Director, IIT Ropar DRIF
Room No - 109, Shanti Swarup Bhatnagar Block {Chemistry Block) Indian Institute of Technology Ropar,
Rupnagar-140001 {Punjab) India

An online and in-person interaction will be conducted if the candidate's CV is selected for further evaluation.

Note: Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final.



CEO, DRIF