



**INDIAN INSTITUTE OF MANAGEMENT ROHTAK**

Management City NH-10 Southern Bypass, Sunaria, Rohtak-124010

Indian Institute of Management Rohtak invites applications for the position of

## **Financial Advisor & Chief Accounts Officer**

**Financial Advisor & Chief Accounts Officer**

Pay level: 11 (67700-208700)

**Mode of Appointment:** Regular/Contract/Deputation.

Good candidates may be considered for Regular position. Applicants interested to be considered on deputation may also apply.

**Qualification:** B.Com (under 10+2+3 scheme) with CA. Consistently good academic record is required. MBA or Degree in Law is an added advantage.

**Experience:** Minimum 10 years (8 years for SC/ST) of post-qualification officer level experience in finance and accounts of a government department or public sector/autonomous academic/research institution/commercial organization of national/international repute, with at least 3 years in the immediate lower pay level 10 (7<sup>th</sup> CPC) or (pre-revised scale of Pay Band of Rs.15600-39100, Grade Pay of Rs.5400 or in higher scale). The candidate must have minimum 3 years work experience in a government/government funded academic institution as an Accounts Officer or in higher position. Applicants having experience in running finance and accounts office of large educational institutions will have an advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable. A successful applicant is expected to independently manage the Finance and Accounts Office. Good communication skill in English is essential. Applicants having at least 2 years' experience in a similar or immediate next lower position in any of the IIMs will be given one year relaxation in required work experience.

**Age:** Not below 40 years but not exceeding 45 years (50 for SC/ST) as on the last date for receiving application. In the case of candidates on deputation, age can be up to 50 years (including SC/ST).

**Functions:** Responsible for maintenance of accounts, disbursement, investment, statutory auditing, preparing budget estimates, and tax and other statutory requirements. Reports to CAO/Dean or as decided by the competent authority.

**No. of Posts:** One

**GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED  
STAFF POSITION**

1. Interested candidates may send scanned copy of their filled and signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: [careers@iimrohtak.ac.in](mailto:careers@iimrohtak.ac.in) on or before **May 17, 2024**. Applications sent to any other email id other than [careers@iimrohtak.ac.in](mailto:careers@iimrohtak.ac.in) will not be considered.

While applying for any position please mention “**Position name \_\_\_\_\_ IIM-R**” in the subject of the email, else the application will be discarded.

2. Shortlisted applicants are required to mandatorily bring the filled application in the prescribed Format along with documents, sent through email on the day of selection process.
3. Separate Application Form should be filled, if applying for more than one position. The name of the post applied for should be clearly mentioned in BOLD LETTERS.
4. Applicants are advised to satisfy themselves before applying that they possesses at least the minimum essential qualification and experience laid down for the post.
5. Above position require a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
6. Appropriate functional title may be assigned to the selected candidates at the positions advertised.
7. Those who are in regular service in government/public sector establishments may be required to produce a *No Objection Certificate*, if called for selection process.
8. The SC/ST candidates are required to attach the Caste certificate in the format prescribed by Government of India and issued by competent authority.
9. Age relaxation for SC/ST/OBC/ Persons with Disabilities (PWD) and Ex- Serviceman candidates will be applicable as per Government of India norms.
10. The Institute reserve the right to increase/decrease the number of position/vacancies advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
11. Applicants having at least 3 years’ experience in a similar or immediate next lower position in any of the IIMs may be given two years relaxation and applicants having at least 2 years’ experience in a similar or immediate next lower position in any of the IIMs may be given one year relaxation in required work experience.
12. Mere fulfilling of the minimum qualifications/eligibility criteria and experience will not confer any right to the candidates for being called for selection process.
13. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.

14. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being shortlisted for the selection process.
15. Only shortlisted applicants will be contacted.
16. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment and at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, then his/her candidature stands cancelled or services can be terminated.
17. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
18. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of selection process.
19. Written test may be conducted for the advertised post & qualifying the written exam is mandatory for further processing.

For Prescribed Application Format please [click here: Application format for Financial Advisor & Chief Accounts Officer](#)