



IIITBpl/Estt./Non-Faculty Rectt./2025/2203

Date: 10/10/2025

Advertisement for the Post of Assistant Registrar (Finance & Accounts) on Contractual Basis

Indian Institute of Information Technology (IIIT) Bhopal is an Institute of National Importance under the Ministry of Education, Govt. of India. The Institute offers UG, PG and Ph. D. programs in Engineering and Technology. The Institute is in search of bright, dynamic, experienced, qualified and suitable Indian nationals to cater to the Institute's requirements.

Walk-in-Interview will be organized for the below-mentioned position purely on Contract basis (on consolidated pay) for a period of 11 months. The details of the posts are as under:

Details of posts:

Name of the Post	Assistant Registrar (Finance & Accounts)
Number of the Posts	01 (One)
Category	Unreserved (UR)
Nature of appointment	on contractual basis
Consolidated Pay	₹ 55,000/- to ₹ 60,500/- per month (consolidated)
Age limit for direct recruitment	45 years
Essential Educational and other qualifications	A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record from a recognized University.
Desirable Qualification / Experience	i. Professional qualification in the area of Finance and Accounts (MBA Finance, CA / ICWA candidates etc.) will be given preference. ii. knowledge of government finance and accounts rules, including General Financial Rules (GFR), Fund and Subsidiary Rules, and audit protocols, financial and tax regulation, Procurement, tender process, preparing RFPs (Request for Proposals) and EOI (Expression of Interest), annual budget estimates, monitoring expenditures against the budget, and performing variance analysis to identify financial gaps. iii. knowledge of managing cash and banking operations, and handling foreign exchange transactions iv. knowledge of managing payroll processing, including the timely payment of salaries and handling all statutory deductions v. Conversant with Government rules and Regulations applicable to educational institutes, exposure to working on Central Public Procurement Portal (CPPP), Government E-Marketplace (GEM), accounts payable and PFMS. vi. Prior experience in preparation of Annual Accounts and Balance sheet. vii. Proficiency in computerized accounting systems and financial software. Advanced skills in spreadsheet applications like

	Microsoft Excel are a must for financial modeling, data manipulation, and reporting.
Period of appointment	11 Months
Method of recruitment	Walk-in-Interview
Date of Walk-in-Interview	7th November 2025 (Friday)
Venue	New Teaching Block, I Floor (IIIT Bhopal Conference Hall), MANIT Campus, Bhopal – 462003)

GENERAL INSTRUCTIONS:-

Candidates must read following information and instructions before applying for advertised position:

1. The candidate must be a citizen of India.
2. Applications will only be accepted in prescribed format only.
3. Candidates must ensure they meet the eligibility criteria for the position concerning age, qualification, experience, and other requirements as specified before applying. The Institute will not be held responsible for any discrepancies in this regard.
4. Candidates must bring their application along with self-attested photocopies of mark sheets/certificates in support of all qualifications and experience **on the day of the Walk-in-Interview**. All mark sheets, certificates, degrees, NOCs, and other documents must be produced in original at the time of the walk in-interview. If it is found that any documents submitted by the candidates are fake, or if the candidate has undesirable or clandestine antecedents/background and has suppressed such information, they will not be allowed to appear before the Selection Committee or join the position. In the event of any willful concealment, fraud, or suppression being detected at any stage, even after joining, the service will be liable to termination without notice.
5. For claiming the age, 10th Marksheet/DMC or the Birth Certificate will only be accepted.
6. Mere fulfilment of eligibility criteria and appearing in the walk in-interview does not confer any right to appointment.
7. The Institute reserves the right to accept or reject the candidature of any candidate at any stage. The Institute also reserves the right to cancel, restrict, enlarge, modify, or alter the recruitment process as required, without issuing any further notice or assigning any reason.
8. The Institute reserves the right not to fill the advertised position. The Institute also reserves the right to withdraw the advertised position at any time without assigning any reason.
9. The initial engagement will be for a period of 11 months or until further orders, whichever is earlier. The contract tenure may be extended based on the individual's performance or the Institute's functional requirements, with the approval of the Competent Authority for a maximum of three (3) year period.
10. The selected candidate will be entitled to 1 (One) day of leave for each completed month of service. Un-availed leave will be carried forward during the contract period. No leave encashment will be payable.
11. Income Tax or any other applicable tax will be deducted at source according to prevailing rules. The office will issue a TDS certificate for this purpose.
12. The selected candidate shall not utilize, publish, disclose, or share any part of the data, statistics, proceedings, or information collected during the assignment or for the purposes of the assignment with a third party without the express written consent of the office. The selected candidates must hand over the entire set of records related to the assignment to the office before the expiry of the contract, and before the final payment is released.

13. Upon selection, the candidate shall not represent, give opinions, or provide advice to others on any matter that may be adverse in the interests of the office.
14. The engagement may be terminated by the office at any time without assigning any reasons, by giving one month's notice. If the applicant wishes to resign from the assignment, they must provide one month's notice, which may be curtailed or extended depending on the workload.
15. In case of any inadvertent error during the selection process that may be detected at any stage, even after the issuance of the offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication made to the candidates.
16. Canvassing in any form will lead to disqualification.
17. Any dispute regarding the selection or recruitment process will be subject to the jurisdiction of Courts / Tribunals in Bhopal only.
18. Candidates are advised to carefully study the instructions before filling out the application. No column should be left blank. Incomplete applications will be rejected.
19. No TA and DA shall be payable to the candidates for appearing in the Walk-in-Interview.
20. Decision of the Director (IIIT Bhopal) on all aspects pertaining to this recruitment, including conduct of Walk-in-interview, verification of documents and selection will be final and binding on all candidates. No representation / correspondence will be entertained in this regard.
21. Candidates are not permitted to bring any kind of electronic items such as Mobiles, Laptop or any other Bluetooth / Electrical Devices in the Interview Venue.
22. Schedule of the walk-in interview is subject to change in case of unforeseen circumstances.
23. The cut-off date for eligibility criteria (Essential Qualifications), age etc. shall be the date of Walk-in-Interview (7th November 2025).
24. Eligible Candidates are advised to submit an advance application through Google Form - <https://forms.gle/pQnD8p9hFFLDashw5> along with their CV (Resume), self- attested photocopies of certificates and testimonials (in a single merged pdf) on or before 6th November (Thursday). They have to also submit the **hard copy of application form along with relevant documents** on the day of Walk-in-Interview.
25. In-case of any queries, please email at recruitment@iiitbhopal.ac.in.
26. Time of reporting: **8:30 AM** at **IIIT Bhopal Conference Hall (Room No. TC – 208), First Floor, New Teaching Block**, MANIT Campus, Bhopal – 462003, (M.P.). No candidates will be entertained after **10:30 AM**.
27. Please visit the institute website of IIIT Bhopal (www.iiitbhopal.ac.in) regularly for further instructions/ updates.

**Recruitment Cell
IIIT Bhopal**