



CIL INNOVATION & INCUBATION CENTRE

Indian Institute of Technology (ISM) Dhanbad



IIT(ISM) Dhanbad

CIL Innovation & Incubation Centre

Indian Institute of Technology (ISM) Dhanbad
Add: 4th Floor, i2h Building, IIT(ISM) Dhanbad
Jharkhand - 826004

POSITION FOR ACCOUNTS PROFESSIONAL

CIL Innovation & Incubation Centre (CII Centre) has been set up at IIT (ISM) Dhanbad under the flagship program - Atal Innovation Mission (AIM) with financial support over a period of 5 years to engage the community at large in innovation and entrepreneurial activities in the core business area of Coal India Limited.

The key objective of the CII Centre is to nurture early innovators to ideate in the domain of Technology Innovation and Community Skill Development, and promote economically viable start-ups through pre- incubation and incubation.

CII Centre is looking for a dynamic ‘**Accounts Professional**’ to lead the Centre and implement the objectives in a time-bound manner. The details of the post are as follows:

Position	Accounts Professional
Number of Position (s)	01
Tenure of Post	Initially for a period of 1 year (Renewable based on annual performance)
Job Description	To perform various accounting, budgeting, finance, and auditing tasks. To undertake a variety of activities in the office, ranging from filing, auditing, and account related works. Must have the ability to work diligently to help maintain smooth accounting operations. You must be reliable and hardworking with great accounting skills. The ideal candidate should also be familiar with GST, 80G, and tax-related work.
Responsibility	• Maintain accounts and records so they remain updated and easily accessible. • Undertake finance tasks and issue invoices, checks, etc. • Assist in office management and organization procedures. • Perform auditing and finance duties as assigned.
Essential Qualification	CA/ICWA Intermediate /CS with a minimum of 3 years of experience
Essential Experience	• Proven experience of at least 3 years as an accountant or other financial position • Familiarity with office procedures and basic accounting principles • Working knowledge of the GST Portal and tax-related work. • Must be familiar with the GFR rules of Govt of India • Very good knowledge of MS Office and Accounting software • Excellent communication skills • Very good organizational and multi-tasking abilities
Maximum Age limit	50 years
Salary	Consolidated pay of ₹ 35,000/- per month.
Method of Recruitment	Offline
E-mail	Send your resume to cii@iitism.ac.in
Last Date	23-05-2026



GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	- The CII Centre reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. - Fulfillment of qualifications per-se does not entitle a candidate to be called for the selection process. Desirable qualifications shall also be taken into account for the scrutiny of applications. - The CII Centre reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason, and its decision in this regard shall be final. - The advertised positions are purely temporary and co-terminus with the completion of the tenure of the project; however, continuation of the person in the project is subject to his/her satisfactory performance. For further details, candidates may contact us through email: cii@iitism.ac.in. The selected candidates cannot claim appointment against any regular positions in the CII Centre or the Institute. - The engagement will be subject to their medical fitness and Police Verification. - The Institute reserves its right to terminate the contractual engagement by giving one month notice or one month's remuneration in lieu thereof without assigning any reason. - Leave is not a matter of right. However, they may be allowed Leave of 2.5 days for each completed calendar month. The leave, if not availed by 31st December in the year, will not be carried forward to next year and will lapse. They will not be entitled to payment of any cash equivalent in lieu of leave not availed. - They will not be entitled to any medical facility/ accommodation or any other type of allowance. However, an annual increment upto 5% on the consolidated remuneration may be admissible if the contract is extended beyond one year. - They may apply for termination of their contractual engagement on two months' notice. However, their relief will be subject to the condition that the work being undertaken by them does not get hampered, and an alternative arrangement has been made by the CII Centre prior to his/her relieving. - The CII Centre reserves the right to impose any other reasonable conditions to safeguard the interests of the Centre.
2.	The closing date for submission of the application shall be considered as the cut-off date for age, educational qualification, and experience, etc.
3.	The CII Centre reserves the right to assign/ transfer the selected candidates to any of its units.
4.	The shortlisted candidates will be called for the Selection Process.
5.	No TA/DA will be admissible for appearing in the selection process.
6.	The candidates are also required to bring the original certificates and supporting documents for verification at the time of interviews.