भारतीय प्रौद्योगिकी संस्थान तिरुपति
INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
CENTRE FOR
SPONSORED RESEARCH AND CONSULTANCY
Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517619

No.: Advt/ IITT/CSRC/26-27/12 **Date: 27/10/2026**

Advertisement for the post of Junior Executive at CSRC IIT Tirupati

The Centre for Sponsored Research and Consultancy (CSRC) at the Indian Institute of Technology Tirupati (IITT)invites applications for the position of Senior Executive. This is a temporary position on a need basis.

The Centre for Sponsored Research and Consultancy (CSRC) is an established center at the Indian Institute of Technology Tirupati (IITT), created with the objective of providing comprehensive support and services for the effective administration of sponsored research and consultancy projects. The key responsibilities of Senior Executive are as follows.

Temporary Position	**Post Name: Junior Executive (Accounts)**
Essential Qualification	**Education:** Master of Commerce (M. Com) degree with a minimum of 55% marks (or) A bachelor's degree, any discipline from a recognized Institute or University. A minimum of **60% marks** (or equivalent CGPA). Three (3) years of relevant experience in accounting. (or) CA(IPCC)/ CMA (inter) qualified. **Desirable Experience:** The experience in Academic institute/ Govt / Autonomous/PSU.
Key Responsibilities	Accounting in ERP, Preparation of Annual Accounts, Fixed Assets, Balance Sheet, Income and Expenditure, and Receipt and Payments as per MoE format. Preparing IT returns and GST returns. Preparation of Utilization Certificates and statements of expenditure for various funding agencies. Maintaining Bank Reconciling Statements. Data management and record management.
Project No.	SRC2627001OHDEAN
No. of Positions	01
Consolidated Monthly Salary	Rs. 25,000 – 40,000 (Consolidated Remuneration Range). Higher pay will be considered based on experience and expertise of the candidate

Tenure of Assignment	Initially for ONE year, However, depending on the requirement, it can be renewed after the term expires. The extension is purely at the discretion of the Institute.
Age Limit	Not more than 45 years since the last date of advertisement. (The upper age limit may be relaxed for exceptionally good candidates based on the committee's decision)
Selection Process	Shortlisted candidates will be invited for a selection process
Application Last date	10-11-2026
Application Link	https://forms.gle/HNHdXTm1ru7Zpyr67

Eligible candidates are required to submit a detailed CV specifying their qualifications and experience, accompanied by scanned copies of experience certificates and marksheets from Class X onwards.

Please note that only shortlisted candidates will be notified via email regarding the selection process; no TA/DA shall be paid for appearing in the same. For any queries, please contact the office at csrc_recruitment@iittp.ac.in.

IIT Tirupati reserves the right to discontinue the position with one month's notice.

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