

Advt No: IITT/CDO/2025-26/012

Date: 18-12-2025

Advertisement for the post of Accounts Executive
(Competency Development & Outreach Office)

Indian Institute of Technology (IIT) Tirupati, an Institute of National Importance, has established an **Office of Competency Development and Outreach (CDO)**, dedicated to enhancing professional skills, fostering continuous learning, and expanding outreach initiatives to empower individuals and organizations.

CDO Office at IIT Tirupati invites applications from interested and eligible candidates for the post of Accounts Executive for the **CDO Office, IIT Tirupati**. The appointment will be **purely temporary in nature** and shall not be treated as employment with the Institute for any purpose. The **initial tenure** will be **6 months**, which may be **extended** based on the satisfactory performance of the candidate and the requirements of the Institute.

Job Title-1	Accounts Executive
No. of Position(s)	01 (ONE)
Job Description	<p>The Accounts Executive will be responsible for handling accounts and finance-related activities at the CDO office and will perform the following duties:</p> <ul style="list-style-type: none">● Maintaining accounts and financial records related to CDO activities.● Preparing and updating Bank Reconciliation Statements (BRS) on a regular basis.● Preparing Utilization Certificates (UCs) as per applicable norms and guidelines.● Processing, scrutinizing, and maintaining records of bills and financial documents.● Assisting in administrative and accounting procedures related to CDO operations.● Carrying out accounting work using ERP systems and other prescribed software.● Maintaining financial data, files, and records in an organized and systematic manner.● Performing any other duties as assigned by the competent authority from time to time.

Essential Qualifications	Bachelor's degree in Commerce (B.Com) / Business Administration / Management Studies / Accounting and Finance / Financial Markets with a minimum of 55% marks or equivalent CGPA from a recognized University or Institution.
Minimum Experience	Minimum of three (03) years of relevant experience in accounting-related work in a government organization / educational institution / reputed organization. Working knowledge of accounting /ERP software, MS Office applications.
Age Limit	40 years
Consolidated Remuneration	₹ 30,000 – ₹ 40,000 per month (consolidated), based on the candidate's experience and expertise.
Period of Engagement	6 months (may be extended based on the satisfactory performance of the candidate and the requirements of the Institute)
Last date of submission of application	5 Jan 2026

Important Instructions:

1. The candidate must be a citizen of India.
2. It is the candidate's duty to verify their own eligibility for the position(s) they are applying for, based on the criteria mentioned in the advertisement.
3. Qualifications must be from recognized and accredited universities or institutions.
4. Only relevant experience gained after obtaining the minimum qualifying degree will be considered. Experience should be supported by a certificate that clearly states the nature of the candidate's work.
5. The applicant is fully responsible for the authenticity of all information, documents, and photographs submitted.
6. If, at any point during the selection process or after appointment, it is discovered that the candidate does not meet the eligibility requirements (which were not previously detected), their application or appointment will be canceled or terminated immediately without further notice.

Application Procedure:

- i. Interested candidates are requested to email the duly filled-in application in the prescribed format, as provided in the advertisement, along with self-attested copies of all relevant certificates pertaining to age, educational qualifications, and experience. All documents should be compiled into a **single PDF file** and sent to

cdo_office@iittp.ac.in with the subject line: “**Application for the post of Accounts Executive**”.

- ii. The last date for the submission of the application is **5 Jan 2026**.
- iii. Applications received in a format other than the prescribed one will be summarily rejected.
- iv. Applications received after the aforesaid last date will also be rejected.
- v. No separate information will be sent in the event of application rejection.

Selection Procedure:

- a. Only shortlisted candidates will be called for the **offline selection process**. The list of shortlisted candidates **will be published on the IIT Tirupati website**.
- b. The selection process may consist of a **written test and/or practical test**, followed by an **interview in the relevant domain area**.
- c. Shortlisted candidates are required to produce the original educational and experience certificates for verification during the selection process, along with two passport-size photographs and ORIGINAL Govt. ID proof.
- d. No travel allowance (TA) or daily allowance (DA) will be given for attending the selection process.
- e. Based on the number of applicants during the selection process, an additional shortlisting criterion may apply.
- f. It is the candidate's responsibility to ensure that they meet the eligibility criteria prescribed in the advertisement before participating in the selection process. If, at any stage, it is found that a candidate does not fulfill the eligibility requirements, their candidature shall be summarily rejected without any further notice, and they shall not be permitted to participate further in the selection process.
- g. Candidates who get selected must join immediately after receiving the appointment offer.
- h. The selected candidates shall not have a claim on any regular position and shall not be entitled to privileges such as housing, medical facilities, or other benefits available to regular employees of the institute.
- i. The decision of the Institute shall be final regarding shortlisting, final selection, and pay fixation.

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