

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Atal Nagar, Raipur, Chhattisgarh - 493661

(An Institute of National Importance under the Ministry of Education, Government of India)

Website: www.iimraipur.ac.in

RECRUITMENT NOTICE

DEPUTY FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER

(DEPUTY FA&CAO)

Advertisement No.: IIMR/REC./2026/01

Date: 01.04.2026

1. About the Institute

Indian Institute of Management Raipur is an Institute of National Importance established by the Government of India under the IIM Act, 2017. The Institute invites applications from eligible Indian nationals for the following post on a fixed-term contract basis.

2. Post Details

- (a) Post: Deputy Financial Advisor & Chief Accounts Officer (Deputy FA&CAO)
 - (b) Number of Posts: One (01), Unreserved (UR)
 - (c) Classification: Group A, Non-Faculty
 - (d) Pay: Consolidated emoluments equivalent to the minimum of Pay Level 10 as per the 7th Central Pay Commission, i.e., Basic Pay of Rs. 56,100/- per month plus Dearness Allowance as applicable from time to time. In addition, the selected candidate shall be entitled to allowances such as House Rent Allowance, Children's Education Allowance, Transport Allowance and other allowances as admissible under the Institute's rules. Suitable pay protection in line with the last pay drawn may be offered to deserving candidates from the Government / Autonomous Institutes.
 - (e) Nature of Appointment: Fixed Term Contract, Three (03) years, extendable subject to satisfactory performance and institutional requirements.
 - (f) Place of Posting: IIM Raipur, Atal Nagar, Raipur, Chhattisgarh.
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3. Essential Qualifications

Pass in the Final examination of:

- (a) Chartered Accountancy (CA) from the Institute of Chartered Accountants of India; OR
 - (b) Cost and Management Accountancy (CMA / ICWA) from the Institute of Cost Accountants of India.
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4. Experience

- (a) Minimum eight (08) years of post-qualification relevant full-time experience in Finance, Accounts, Budgeting, Audit and Financial Management, of which at least two (02) years must be at Pay Level 8 or above, or equivalent.
 - (b) Service experience in Centrally Funded Technical Institutions and autonomous Government educational institutions such as IIMs, IITs, NITs, IISc, AIIMS or institutions of comparable standing under the Ministry of Education or other Ministries of the Government of India is preferred. Experience in Central / State Government organisations, Public Sector Undertakings or Autonomous Bodies will also be considered. Experience in reputable corporates at a comparable level may be considered in deserving cases.
 - (c) Demonstrated experience in the following is essential:
 - (i) Finalisation of Annual Accounts and preparation of Balance Sheet.
 - (ii) Preparation of financial MIS reports and financial dashboards for senior management and Board-level audiences.
 - (iii) Budget preparation, monitoring and variance analysis with clear reporting of budget versus actuals.
 - (d) Experience in the preparation and submission of fund utilisation reports to the Ministry of Education or Government funding agencies is desirable.
 - (e) Knowledge of General Financial Rules (GFR-2017) and FR&SR, and experience of dealing with CAG and Statutory Auditors, will be an added advantage.
 - (f) Expert knowledge of applicable taxation and statutory compliance requirements is essential, including Goods and Services Tax (GST), Tax Deducted at Source (TDS), filing of GST and TDS returns, and other statutory obligations. The candidate should be conversant with relevant provisions of the Income Tax Act and the financial regulations governing Central Government-funded autonomous institutions.
 - (g) Proficiency in ERP / PFMS / accounting software and financial visualisation or dashboard tools is desirable.
 - (h) Proficiency in MS Office applications, including MS Word, MS Excel, and MS PowerPoint, is essential.
 - (i) Candidates from the private sector must have last drawn a Cost to Company (CTC) of not less than Rs. 1,00,000/- (Rupees One Lakh) per month. This must be evidenced by Form 16 issued by the employer for the most recent financial year, which must be uploaded along with the online application.
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5. Age Limit

- (a) Not exceeding 40 years as on the last date of receipt of applications.
 - (b) Age relaxation shall be applicable as per Government of India rules in force for SC / ST / OBC / PwD / Ex-Servicemen / EWS candidates.
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6. Job Responsibilities

- (a) Assist the FA&CAO in all matters relating to financial and budgetary planning, control of accounts, investment planning and management.

- (b) Preparation and presentation of budget estimates, revised estimates and annual accounts of the Institute.
 - (c) Design, develop and maintain financial dashboards and visual MIS reports that present the Institute's financial position in a clear and easily comprehensible manner for the Board of Governors, Finance & Audit Committee and senior management.
 - (d) Prepare structured financial reports, fund utilisation statements and budget versus actuals analyses for presentation at meetings of the Board of Governors and Finance & Audit Committee.
 - (e) Prepare and submit fund utilisation reports and financial statements to the Ministry of Education and other Government funding agencies as required.
 - (f) Maintain the accounts of the Institute in accordance with GFR-2017 and other prescribed rules and procedures, including PFMS.
 - (g) Regulate individual financial claims and process payments in accordance with applicable rules.
 - (h) Coordinate with CAG, Statutory and Internal Auditors and ensure timely compliance with audit observations.
 - (i) Any other work or task assigned by the Director, FA&CAO or CAO from time to time.
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7. How to Apply

- (a) Eligible candidates shall apply online only through the IIM Raipur website: www.iimraipur.ac.in.
 - (b) Applications submitted by any other mode, including by post, email or in person, will not be entertained.
 - (c) Candidates must upload self-attested copies of all relevant documents along with the online application, including proof of professional qualification, experience certificates, date of birth proof, category certificate (if applicable), and NOC in the prescribed format attached herewith.
 - (d) Candidates are requested to ensure that all educational details are filled from Class 10th onwards, including details of CA and CMA qualifications, wherever applicable.
 - (e) Last date for submission of online applications: **21 April 2026**
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8. General Terms and Conditions

- (a) The appointment is purely on a fixed-term contract basis for three years. It confers no right to regularisation or permanent absorption in the Institute.
- (b) Candidates who are permanent employees of the Government, Semi-Government, PSU or Autonomous Bodies must apply through the proper channel. Those who are not in permanent employment must produce a No Objection Certificate from their current employer at the time of interview.
- (c) Only shortlisted candidates will be intimated and called for a personal interview. No correspondence regarding application status will be entertained.
- (d) Outstation candidates called for an interview will be reimbursed for the to and fro II-AC Class railway fare from their mailing address to the place of interview by the shortest route, on production of proof of travel. No stay will be provided by the Institute. No local travel reimbursement will be admissible.

- (e) Original certificates must be produced at the time of the interview.
- (f) Selected candidates will be required to join the position within a maximum of 60 days from the date of offer.
- (g) Relocation allowance as per the institute policy shall be provided.
- (h) The appointment is subject to a medical fitness certificate issued by a Government Medical Officer at the time of joining.
- (i) The cut-off date for the determination of age and experience eligibility shall be the last date of receipt of applications.
- (j) The Institute reserves the right to cancel, modify or suspend this recruitment process at any stage, including after receipt of applications or conduct of interviews, without assigning any reason whatsoever. No claim shall lie against the Institute on account of such cancellation or modification.
- (k) The Institute reserves the right to fill or not fill the post, and to relax any of the prescribed qualifications or experience in deserving cases at its discretion.
- (l) Mere fulfilment of the minimum eligibility criteria shall not confer any right on a candidate to be called for an interview or to be selected.
- (m) Applications that are incomplete in any respect, including those not accompanied by requisite supporting documents, will be summarily rejected. No correspondence in this regard will be entertained.
- (n) There is no application fee for this post.
- (o) For any queries, please contact us at 0771-2474702 or email us at staffrecruitment@iimraipur.ac.in.

IIM Raipur is an equal opportunity employer. Candidates from SC / ST / OBC / PwD / EWS categories are encouraged to apply.

Sd/-
Col. Aditya Sudan (Retd.)
Chief Administrative Officer
IIM Raipur

NO OBJECTION CERTIFICATE
(On Institute / Organization letter head)

1. This is to certify that Dr. / Mr. / Mrs. / Ms. _____ is a **Bonafide employee** of this Institute / Organization with effect from _____ his / her **Employee Code** is _____.
2. At present, he / she is working as _____ in the _____ **Department / Section** in a **Temporary / Contract / Permanent** capacity in the **Scale of Pay / Pay Band / Consolidated Emoluments of Rs.** _____.
3. This Institute / Organization has **No Objection** if he / she applies for the post of _____ at **Indian Institute of Management Raipur**.
4. It is also certified that **no vigilance enquiry** is pending or being contemplated against him / her. Further, he / she will be **relieved from this Institute / Organization**, in the event of his / her selection to the said post.

Date: _____

Place: _____

Name: _____

Designation: _____

Signature of the Head of the Institute / Organization: _____

Official Seal: _____