

04 December 2025

Notification for Recruitment of Executive Accounts, Gates Foundation
Ref: IITPKD/2025/049/GATES/PRG

- **Project Areas:** Global Sanitation Center of Excellence (GSCOE) invites applications for the Executive Accounts position for the project “India Upstream Platform to Advance the Reinvented Toilet Technologies.”
- **Required Skills:**
 - Budgeting
 - Accounts payable
 - Accounts receivable
 - Payroll
 - TDS, GST
 - Coordinating with auditors for Statutory Compliance
 - Assist in the internal and statutory audit procedures
 - Maintenance of asset register
 - Preparing fund utilization statement for respective periods and utilization certificate for external funding agencies.
 - Purchase Orders
 - GeM Procurement
 - MIS
 - Reconciliation
- **Eligibility:**
 - B.Com from a recognized university with 60% aggregate or equivalent CGPA with 1-2 years of experience working in related fields.
- **Key responsibilities:**
 - Managing project accounts, expenditures, and financial statements.
 - Prepare utilization certificates, budget summaries, and financial reports for sponsors.
 - Maintain records of procurement, payments, purchase orders, and vendor management.
 - Ensure compliance with institutional financial procedures and donor guidelines.
 - Coordinate with project staff, the institute's finance division, and administrative units.
 - Support audits and documentation verification.
 - The person will also be required to assist in HR & administration, Planning, coordinating, and executing various events as and when required

- **Age:** Less than 35 years at the time of applying. There shall be an age relaxation of 5 years for women / transgender / EWS / OBC-NCL / SC / ST / PWD candidates.
- **Appointment Duration:** 18 Months.
- **No. of Positions:** One
- **Salary Particulars:** The consolidated remuneration for this position will be Rs. 40,000/- (Forty Thousand Rupees Only). Hostel accommodation may be provided at the institute based on availability on a chargeable basis.
- **Deadline for application:** 20 December 2025 (Saturday)

Candidates satisfying the required skills may send their resumes and certificates pertaining to educational qualifications starting from class X (in a single PDF) to office_gscoe@iitpkd.ac.in. The file is to be named as “Your name_name_Executive Accounts_2025-165-CE-PRG-GATES-SPCP”.

The subject of the e-mail application should be “Application for Executive Accounts, GSCOE-IITPKD”. The candidate is expected to join immediately after receiving the offer letter.
