



Indian Institute of Technology (ISM) Dhanbad
Office of the Dean (Research & Development)

Sanction No and Date: CIL/CP/2024/2481 07.06.2024	IIT (ISM) Project No. CIL(COE)/2024-25/06/TEXMiN	Date: 03.06.2025
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CoE Accounts Executive position under (IMiN CoE) Project

Applications are invited under the sponsored project. The details of the project are as follows:

Position	Accounts Executive
Number of Position (s)	02 (Two)
Title of The Project	IMiN – Centre of Excellence for Mining 4.0 at TEXMiN at IIT (ISM) Dhanbad
Principal Investigator	Prof. Dheeraj Kumar
Tenure of Project & Duration of Position	<ul style="list-style-type: none">• Project duration is 5 years (may be reduced/extended as applicable).• The Accounts Executive position is a tenure-track position to be initially appointed for one year and renewed on an annual basis based on the satisfactory performance of the candidate.
Job Description (in maximum of 100 words)	<ul style="list-style-type: none">• To perform various accounting, budgeting, finance, and auditing. The Account Executive will be required to undertake a variety of activities in the office, ranging from filing, auditing, and account-related work.• The Executive Accountant will 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 will also be familiar with GST, 80G, and tax-related work.
Responsibility	<ul style="list-style-type: none">• 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/CS OR Semi CA with 04 years of experience

Essential Experience	<ul style="list-style-type: none"> • Proven experience of at least 3 years as an accountant or in another financial position. • Familiarity with office procedures and basic accounting principles. • Working knowledge of the GST Portal and tax-related work. • Very good knowledge of MS Office and Accounting software. • Excellent communication skills. • Very good organizational and multi-tasking abilities.
Age and Relaxation (if any)	<ul style="list-style-type: none"> • Preferably Less than 50 years
Fellowship /Salary	Consolidated pay of Rs. 40k – 50k per month with 3-10% annual increment based on performance.
Last Date	17th June 2025
<ul style="list-style-type: none"> • Candidates are requested to apply along with a recent updated CV through e-mail (texmin@iitism.ac.in) with a subject line: “Application for the position of Accounts Executive”. • Shortlisted candidates will be informed of the date of the interview. Mere possession of the minimum qualification does not guarantee an invitation to the interview. Candidates will be shortlisted based on their merit and as per the requirements of the project. All candidates should make their own arrangements for their stay at Dhanbad, if required. No TA/DA will be paid to attend the interview. 	