



ATAL INCUBATION CENTRE at CSIR-Indian Institute of Integrative Medicine, Branch Lab, Srinagar
Sanat Nagar, Srinagar – 190005 (UT of J&K)



ADVERTISEMENT NO. 02-AIC/2025

Applications are invited from eligible and interested candidates for Accountant cum office Assistant to work under a Project at “**ATAL INCUBATION CENTRE (AIC), CSIR-IIIM**, under “**M/s AIC-IIIM Bioinnovation Foundation**” running at **CSIR-IIIM (Br.) Srinagar**. Responsibilities include managing the incubator accounts and supporting Incubator office. The following position shall be filled up through walk-in interviews and **the accountant hired will be placed in CSIR-IIIM, Jammu**:

Position Code	Name & No. of Positions	Essential Qualification	Desirable Qualification	Upper age limit	Monthly Emoluments (₹)
AIC-03	Accountant cum Office Assistant (01 Position)	i) B.Com/ BBA with at least 55% .marks. and ii) Two years of proven experience in finance and accounting, ledger entries, bill payments, cash book maintenance and other financial works allied thereto.	i) One year experience with Chartered Accountant/Cost & Management accountant/Company Secretary, Masters in Business Administration (Finance)/ Masters in Economics/ Commerce ii) Preference will be given to candidates with prior experience in working with PFMS. iii) At least One year Diploma or Degree in Computer Applications, proven experience in office management administration and file management	40 yrs.	₹30,000/- consolidated

IMPORTANT INSTRUCTIONS

1. The positions are purely temporary and co-terminus with the project. The engagements shall be initially for a period of one year or till the project duration, whichever is earlier. The engagements shall be extend-able on yearly basis subject to performance review and project duration. The duration of the project is up to **27.02.2028**.
2. Age will be reckoned as on the **last date of receipt of applications, i.e., 15.09.2025**.
3. All the eligible candidates are advised to fill the Google form on or before 15.09.2025 by 05:30PM. Any application received after the scheduled date and time shall not be entertained for in-person interview. In case of any difficulty in filling up the Google forms, please contact ceo.aic@iiim.res.in Accountant (AIC-03)-<https://forms.gle/jB4F5eMX4Vt9p2Lx7> (Google form link).
4. **The list of shortlisted candidates for in-person interview will be uploaded on the CSIR-IIIM website <https://iiim.res.in/> and AIC-IIIM website <https://www.aiciiim.in> on 17.09.2025 (Wednesday) by 5:30 pm.**
5. The shortlisted applicants (who have applied within the stipulated date and time) must bring all the academic & work experience documents & certificates in original as well as self-attested photocopies on **24.09.2025** for IN PERSON INTERVIEW.
6. The candidate has the option to interact in English/Hindi before the Selection Committee.
7. **The interview shall be held on 24 .09.2025 (Wednesday) from 09:30 AM onwards at the Board Room, CSIR-IIIM, Canal Road, Jammu.**
8. In case the final certificates reflect CGPA/SGPA/OGPA Grades, the candidate should convert the same into an equivalent percentage as per the approved formula of the University in the Application Form, and a copy of such conversion must be attached along with the application form.
9. To avoid any inconvenience, only those candidates who strictly fulfil the eligibility criteria and possess the degrees/mark sheets in the subjects above should apply for the interview.
10. Upon selection/empanelment, the original documents, including eligibility qualification, DOB certificate, will be verified; if any discrepancy is found, the selection/empanelment shall stand canceled.
11. No TA/DA will be paid for attending the IN-PERSON INTERVIEW.
12. **Hired accountant will be placed in CSIR-IIIM, Jammu office. However, as per the requirement, the hired personnel will have to travel AIC office in IIIM (Br.) Srinagar for its smooth functioning as and when required.**

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

For any queries, please email: contact ceo.aic@iiim.res.in, iiim-aic@iiim.ac.in

**Project Investigator
AIC-IIIM Bio-Innovation Foundation**