अखिल भारतीय आयुर्विज्ञान संस्थान नागपुर
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR
DEPARTMENT OF PHYSIOLOGY

AIIMS-NGP/Phys/ICMR Proj. (FOT)/2026/225 **Date: 13.11.2026**

Applications are invited from eligible candidates for the post of **Project Technical Support-II (Accountant)** under the **ICMR-funded FOT project**, Department of Physiology.
The following **contractual position** is to be filled for a fixed duration under the funded project. Interested candidates are required to submit the duly completed application through the **online Google Form** and also submit a **hard copy of the application along with one set of self-attested photocopies of the required documents**. The prescribed application form may be downloaded from the official website of AIIMS Nagpur.

Application submission

- **Google Form** link: https://forms.gle/HZrAkvjAm5f2xWc67
- **Hard copy to be sent** to: Dr. Smita R Sorte, Room No. 118, Department of Physiology, First Floor, Medical College Building, AIIMS Nagpur, MIHAN, Khapri, Nagpur - 441108, Maharashtra.
- **Last Date of Application**: **26th Nov 2026 5pm**
- **Interview date: 3rd Dec 2026 (Thursday) 9:00 Am.** Candidates should bring their own laptop for the exam.
- **Venue**: **Demonstration Room**, First Floor Laboratory Block, Department of Physiology, All India Institute of Medical Sciences, Nagpur, MIHAN, Nagpur.

Google form and Applications received after the notified closing date will not be considered.

Eligible/shortlisted applicants list will be posted on AIIMS Website.

1	**Name of the post:** Project Technical Support-II **(Accountant)** **Number of posts:** One **Consolidated emoluments:** Rs. 20,000/- per month + HRA as admissible (total Rs. 24,000/- per month including 20% HRA) **Total 24,000/-** **Age limit: Not exceeding 28 years**, subject to relaxation as per applicable Government of India/ICMR rules **Place of posting:** AIIMS Nagpur **Tenure: Till 19 December 2026**. The engagement may be extended up to **19 March 2027**, subject to continuation of the post by ICMR, satisfactory performance, and approval of the Competent Authority. **Essential qualifications and experience:** 1. **Educational Qualification:** Bachelor's degree in Commerce (B.Com.), Business Administration (BBA), Computer Applications (BCA), Computer Engineering/Computer Science (B.E./B.Tech.), or an equivalent relevant discipline from a recognized university/institution. 2. **Tally Certification:** Certificate of training in Tally Prime/Tally ERP 9 from a recognized training institute, with practical knowledge of accounting entries, ledger maintenance, voucher preparation and bank reconciliation. 3. **Experience:** Minimum **six months of post-qualification experience** in accounting, bookkeeping or financial management, including maintenance of accounts, bills, vouchers, cashbooks and expenditure records, in a government institution, academic institution, research project or recognized organization. Experience shall be counted only after acquiring the essential educational qualification.

4. **Computer Proficiency:** Working knowledge of accounting procedures, financial documentation and computer applications, particularly **Microsoft Excel and Microsoft Word**.

• **Desirable qualifications and experience:**

1. M.Com., MBA (Finance) or an equivalent higher qualification in Accounting/Finance.
2. Experience in handling accounts of government-funded or externally funded research projects, including preparation of **Utilization Certificates (UC), Statements of Expenditure (SoE)**, budget monitoring, financial reconciliation and maintenance of supporting vouchers.
3. Familiarity with **e-Office, Public Financial Management System (PFMS), Government e-Marketplace (GeM)** and institutional financial procedures.
4. Good verbal communication skills in **Hindi and Marathi**.

Nature of duties:

- Maintain project cash book, ledger, budget-head-wise expenditure records, vouchers, bills, advances, settlements, and other supporting financial documents.
- Prepare and compile Utilization Certificates, Statements of Expenditure, financial statements, budget estimates, expenditure summaries, and fund-reconciliation statements.
- Scrutinize financial documents received from participating sites and coordinate correction, compilation, and submission of site-wise financial records.
- Monitor sanctioned allocations, funds received, expenditure incurred, committed liabilities, available balances, and re-appropriation/adjustment under approved budget heads.
- Assist the Principal Investigator in correspondence and coordination with ICMR, the AIIMS Nagpur Accounts Section, Administration, and participating centres regarding financial and administrative matters.
- Maintain electronic and physical records of sanctions, approvals, procurement documents, salary records, participant-payment records, travel claims, and audit-related documents.
- Facilitate audit, financial review, procurement, salary processing, and timely submission of project reports and supporting documents.
- Perform data entry and other project-related administrative, financial, or documentation work assigned by the Principal Investigator.

Terms and Conditions

1. **Temporary Basis:** The mentioned posts are on a temporary basis.
2. Since the posts are temporary, incumbents selected will have no claim for regular appointment at AIIMS Nagpur or ICMR or continuation of their services in any other project.
3. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centres or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment / absorption / regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical Claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are **not admissible** to the project human resource positions.
4. **Selection Authority:** The Director & Appointing Authority has the right to accept or reject any application without assigning any specific reason. Correspondence regarding this matter will not be entertained.
5. **Original Documents**: Candidates should submit all certificates/testimonials in original form for verification at the time of the written test/interview.

6. **Application Documents:** Applicants must bring one recent passport-size photograph and one set of self-attested photocopies of the following documents, arranged in the sequence specified below:

    a. **Proof of identity:** Aadhaar Card, Driving License, or any other valid government-issued photo identity card;
    b. **Proof of date of birth:** Birth Certificate, Class 10 Board Certificate, or Aadhaar Card;
    c. **Class 12-mark sheet and passing certificate;**
    d. **B.Com. mark sheets for all years/semesters and degree certificate;**
    e. **M.Com., MBA (Finance), or equivalent higher-qualification mark sheets and degree certificate, if applicable;**
    f. Experience certificates arranged chronologically, beginning with the oldest and ending with the most recent; and
    g. Any other relevant certificates or testimonials supporting the information provided in the application.

Candidates must also bring all the above documents in **original for verification at** the time of the written test/**interview.**

7. **Interview Requirement**: **Failure to bring original certificates** to the written test/interview will result in disqualification from consideration.
8. **Experience Certificate**: It should clearly state the nature of work during the period of employment. Experience should have been gained after acquiring the minimum essential qualification.
9. Persons already in regular time scale service under any Government Department/Organizations are not eligible to apply.
10. **No-Objection Certificate:** Candidates currently employed must submit a No-Objection Certificate from their present employer. The selected candidate will be required to join within one week of the declaration of the result.
11. **For Reserved category Certificate:** Candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate valid OBC-Non-Creamy Layer certificate in form no 10 formats of Government of India for current financial year. PWD candidates shall produce latest disability certificate issued by a medical board of Government hospital with not less than 40% disability.
12. **Age relaxation**: Relaxation of the upper age limit is applicable as per Government of India/ICMR rules issued from time to time. The upper age limit is Relaxable by five years for SC/ST candidates and three years for OBC candidates. Additional relaxation may be considered for candidates with adequate relevant project/accounts experience, as permissible under the applicable rules.
13. **Eligibility Criteria:** Age, qualifications, etc., will be considered as of the last date of applications. Mere fulfilling the essential qualification does not guarantee the selection.
14. **Results Announcement**: The results of the **final selection list will be posted on the AIIMS Website**
15. Canvassing in any form will be a disqualification.
16. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
17. The Institute may conduct written / skill test if required.
18. No TA/DA will be paid to attend interview/personal discussion and candidates have to arrange transport/accommodation themselves.
19. The recruited project staff is eligible for leave as per project recruitment rules and will have to give undertaking before joining.
20. The appointee may be relieved from the PTS II(Accountant) position, with one-month prior notice, failing to do so may be held responsible for paying one-month salary.
21. In case of any unforeseen circumstances, if the project is stalled or postponed, the salary may be delayed/ stopped for that period.
22. If the project/ programme is not extended; the contract will be terminated without any notice and the candidate cannot claim any right on the post or posting or cannot file any litigation regarding employment protection.

23. Once the project duration is completed the tenure is automatically over for all the candidates selected for this project.
24. Validity of the short list will be for one year from the date of publication of the result and renewable accordingly.
25. The principal investigator reserves the right to terminate the contract with one month's notice period.
26. For queries, candidates may email **Dr. Smita R. Sorte**, PI- ICMR Project, Additional Professor, Department of Physiology, AIIMS Nagpur on email **icmrfot@gmail.com**
27. **Interview date: 3rd Dec 2026 (Thursday)**
28. **Reporting and Registration time**: 09:00 AM to 10:30 AM
29. **Practical Skill Assessment – Accounts**: 11 Am to 1 pm. Candidates should bring their own laptop for the exam.
30. **Interview time**: 3:00 pm onwards (subject to change depending on whether a written/skill test is conducted)
31. **Venue**: **Demonstration Room**, First Floor Laboratory Block, Department of Physiology, All India Institute of Medical Sciences, Nagpur, MIHAN, Nagpur.
32. A valid email address and mobile number are compulsory.
33. The interview date may change due to administrative reasons. Candidates are advised to check the AIIMS Nagpur website https://aiimsnagpur.edu.in/recruitment before appearing for the interview.

Dr. Smita R Sorte
Additional professor
Dept of Physiology
AIIMS Nagpur