



OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036

Advertisement No.: ICSR/PR/Advt.66/2025 Dated: 07/04/2025

Applications are invited for the temporary post of **Administration & Accounts Manager** in Gopalakrishnan-Deshpande Centre for Innovation and Entrepreneurship, **IIT Madras**.

Co-ordinator: Prof. Krishnan Balasubramanian, Department of Mechanical Engineering, IIT Madras.

Duration: Initially for one year, later extendable based on the performance.

Number of Vacancies: 01

S.No	Post	Qualification and Experience	Pay
1	Administration & Accounts Manager	Education : Graduate in any subject. Post-graduate will be preferred Experience: Five+ years of experience in a college, corporate, or training organisation in administration and accounts related work	Rs 50,000/- pm (Candidates with higher qualifications and experience may be offered higher fitment).

About GDC, IIT Madras:

GDC works with STEM universities across India to implement a 'Lab to Market' mission by helping faculty, researchers, and students commercialise their research through startups. GDC's training programs, including I-NITIATE, I-NCUBATE and I-NSPIRE have found wide acceptability across several universities and incubators. GDC is scaling I-NCUBATE and other programs in collaboration with other universities, industry, and government to more than 500 colleges. The work environment is very professional and congenial. For more details, please visit our website: <http://gdciitm.org/>

About the Position:

The Administration & Accounts Manager (AM) is responsible for organising and managing the regular and occasional activities and tasks that are required to be done at GDC to support its operations and programs. These include multiple tasks in the area of office management and accounting, including raising invoices for projects, processing all claims and expense statements, handling cash and bank balances, coordinating with all divisions within IC & SR and other offices/departments, database management, arranging meetings, procuring and maintaining office equipment and supplies, arranging for logistics and travel of GDC staff and project counterparts, and administrative liaising with all entities as required in the work of GDC. The AM will also need to stand in for the role of Program manager as required from time to time. The challenging role provides avenues for developing multi-faceted organisational skills and career growth. The AM works closely with all the Program Managers, Chief/Senior Program Manager, GDC instructors, COO/CEO/CIO of GDC, and start-up teams to organise and conduct training programs.

Competencies:

- Capabilities include understanding of accounting in a university context, organising and administering events (lectures, workshops, conferences, symposiums, and webinars), maintaining databases, managing communication, contract management
- Proficient in managing online webinars/conferences on any platform (e.g. Zoom, Teams, Google Meets, etc)
- Comfortable in working in small, close-knit teams and under tight deadlines.
- Computer savvy – Proficient in using MS Office, Email, and Social Media software; should be willing and capable of learning software tools such including accounting and other database programs and other online software tools/utilities.
- Should be comfortable in approaching and interacting with senior academics, professionals, and students online and in person.
- High fluency in written and spoken English and working knowledge of Tamil and Hindi.

Key Responsibilities:

- Organising and administering activities of GDC (in-person and online) as per programs of GDC and rules of IC & SR and IIT Madras.
- Handling all the accounting and finance related activities of GDC including billing, follow up for payments from external parties, reimbursements from IC & SR, payments to service providers, completion of accounting statements and claims for various projects/programs, negotiation and finalization of contracts with service providers,
- Liaising and maintaining relationships with all divisions of IC & SR (HR, Admin, Accounts, IT, etc.) and all concerned departments and centres at IIT Madras for ensuring continuous availability of infrastructure, utilities, office supplies, conduct of events, communication, HR, finance and accounting services.
- Communicating with GDC employees, instructors, mentors, and team members of various startups to process their claims and payments.
- Organising data, documents, correspondences, contracts, MIS, and archiving of accounting and other information for future retrieval
- Organising and managing programs/events of GDC
- Play the role of Program manager as per requirement from time to time.

If you need any clarifications, you may contact: msubramanian@gdciitm.org

Capable women candidates looking for a second career are encouraged to apply.

The last date for submission of online application is 21.04.2025.

General Instructions to the candidates

- 1) All the positions are on purely contract basis.
- 2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- 3) Candidates should apply online only in the website <https://careers.icsr.in/about.php> - **(Please check the advertisement number Advt. 66/2025 displayed and submit the application for the relevant position).**
- 4) Separate application has to be filled for each post.
- 5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, the candidate wishes to apply for more than one position) before the submission of application.
- 6) The application cannot be edited, reverted once it is submitted.
- 7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, the candidature will liable to be rejected.
- 8) Candidates should follow the prescribed procedure for submission of online application.
- 9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
- 10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that the candidature has been found eligible.
- 11) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- 12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
- 13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.
- 14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- 15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

- 16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- 17) Calling a candidate for test/interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.
- 18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
- 19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be liable to be terminated.
- 20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
- 22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, the candidate should submit testimonials from the most recent employer or immediate superior as a referee.
- 23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- 24) The Institute solely reserves the right not to fill any advertised position without assigning any reason
- 25) Only shortlisted applicants will be contacted.
- 26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- 27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- 28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.

- 30) If there is any issue to submit the application please send E-mail to : icsrrecruitment@icsrpis.iitm.ac.in / icsrrecruitment6@icsrpis.iitm.ac.in **Contact: 044- 2257 9796** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
- 31) **Instructions to apply online:-**Eligible applicants would require to register and apply online through <https://icandsr.iitm.ac.in/recruitment/> and submit the application.

Sd/-

Head–HR
Office of IC&SR
IIT Madras