राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान

(खाद्य प्रसंस्करण उद्योग मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्त्व का संस्थान)

National Institute of Food Technology Entrepreneurship and Management

(An Institute of National Importance under Ministry of Food Processing Industries, Government of India)

Advt. No. DRO-12/1/2026-Oo_DIREDP **Date: 28.10.2026**

National Institute of Food Technology Entrepreneurship and Management, Kundli, (NIFTEM-K), an Institution of National Importance under the Ministry of Food Processing Industries (MoFPI), Government of India, invites applications purely on a Contractual Basis for the position of Senior Accountant in the Office of Dean (Research & Outreach / R&D) at NIFTEM-Kundli.

Position	Senior Accountant
Number of Positions	One (01)
Emoluments per Month	Rs. 45,000/- per month (Consolidated)
Duration	12 months (Contractual; extendable based on performance)
Essential Qualifications	Master's degree in commerce (M. Com) / MBA (Finance) with minimum 50% marks and at least 2 years of relevant experience. OR Bachelor's degree in commerce (B. Com) with minimum 50% marks and at least 3 to 4 years of relevant experience in accounting/auditing. Proven hands-on experience in managing sponsored research projects, grants, or institutional accounts
Age Limit	Maximum 45 years (Age relaxation as per Government of India rules for SC/ST/OBC/PwD candidates).
Experience	02 years of experience in Accounts and having prime knowledge of Tally & Computer Applications.
	• Thorough knowledge of accounting software (e.g., Tally Prime/ERP 9), PFMS, and MS

Desirable	Excel/Office. • Prior experience in Central/State Govt. Universities, IITs, NITs, autonomous institutes, or research organizations. • Good understanding of GFR (General Financial Rules), GST, and TDS compliance • Documenting financial transactions, Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations • Reviewing financial documents to resolve any discrepancies and irregularities, • Reconciling already documented reports, statements and various transactions, • Creating, reviewing and presenting budgets, recommending financial actions by analyzing accounting options, cooperating with auditors in preparing audit reports, providing guidance on revenue enhancement, cost reduction and profit maximization, • Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement, Submitting annual tax returns.
Key Responsibilities / Job Role	• Maintaining complete accounts and ledgers for various funded research and consultancy projects under Dean (R&O) office. • Preparation and generation of project-related bills, vouchers, and sanction orders. • Timely preparation and maintenance of Utilization Certificates (UC) and Statements of Expenditure (SOE) for funding agencies (DST, DBT, MoFPI, ICAR, etc) • Reconciliation of project funds, grants-in-aid, and bank statements. • Coordinating internal/external audits and handling financial documentation for project closures.

Terms & Conditions:

1. The position is purely on a contractual basis for the specified duration and co-terminus with the requirement of the Institute.
2. The application form can be downloaded from the website www.niftem.ac.in.
3. Incomplete application form without photograph, signatures and other documents shall be summarily rejected. NIFTEM shall not entertain any correspondence in case of incomplete information and evidences.
4. No correspondence regarding consideration of late applications will be entertained.

5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed in the advertisement.
6. NIFTEM reserves the right to Not to fill up any of the advertised position(s) / modify/ withdraw/ cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter.
7. The engagement confers no right or claim, explicit or implicit, for any regular or permanent absorption/appointment in the institute.
8. The competent authority reserves the right to increase or decrease the number of positions, fill or not fill the post, or cancel the advertisement process entirely without assigning any reason thereof.
9. Crucial date for determining educational qualifications, experience, and upper age limit shall be the last date of receipt of applications. Age relaxation will be applicable for SC/ST/OBC/PwD candidates as per Government of India guidelines.
10. Only shortlisted candidates based on merit, qualification, and relevant experience will be called for the interview. No TA/DA will be paid for attending the interview.
11. The subject line of the email must clearly state: Application for the post of Senior Accountant in Dean (R&O) Office.
12. The last date for submission of applications in all respects shall be 12/11/2026 at recruitmentniftem@gmail.com by 6:00 PM .
13. Candidates should appear for the interview with their original certificates and other relevant documents.
14. In case of any difficulty in submitting application, please contact at 0130-228-1020.

No request for change of position(s) and update of new information in the application form will be entertained after the last date of application.

Only SMS alert/ email shall be sent for calling the shortlisted candidates for interview.