

International Institute for Population Sciences (IIPS)
(Deemed to be University)

Govandi Station Road, Deonar, Mumbai – 400 088.

The Longitudinal Ageing Study in India (LASI), Wave 2

Candidates are invited for a **walk-in interview** for the position of **Project Officer – Accounts & Administration** on a contractual basis under the **Longitudinal Ageing Study in India (LASI)** Project at IIPS.

Position	Project Officer – Accounts and Administration: 1 Position
Role & Responsibilities	• Manage overall administrative and financial matters of the LASI Project. • Prepare contracts/MoUs with collaborating agencies and partner institutions. • Coordinate and document meetings, workshops, and official communications. • Handle E-Office operations, Tally for day-to-day project requirements, follow up on internal approvals, and maintain financial transaction records. • Perform any other survey-related duties assigned from time to time. • Be well-versed with accounting procedures and practices in Government of India (GOI) setups.
Qualifications	Essential: • M.Com with a minimum of 4 years' experience, or CA/CS/ICWA (Inter-appeared) / MBA (Finance) with 2 years' experience, or B.Com with 8 years' experience. • Experience in project contract preparation and financial management. • Sound knowledge of GFR and audit processes. • Proficiency in Tally ERP 9, MS Excel, and MS Word. • Excellent oral and written communication skills in English. Desirable: • Experience in GeM procurement procedures and handling the E-Office system of the Government of India. • Knowledge of GOI accounting standards, financial rules, and management processes.
Salary	Rs. 45,000/- to 65,000/- per month (Consolidated)

All positions are **purely temporary and project-based**. The appointment shall automatically terminate upon completion of the project or expiry of the appointment period, whichever occurs earlier.

The **initial appointment will be for a period of three months**, which may be extended until the completion of the project based on satisfactory performance. Educational qualifications or work experience requirements may be relaxed in deserving cases at the discretion of the Selection Committee.

Candidates meeting the above criteria may appear for a **walk-in interview** scheduled on **13th November 2025 at 11:30 AM** at the **LASI Project Office, Guest House, International Institute for Population Sciences (IIPS), Mumbai**. Candidates must bring their **original documents** in support of educational qualifications and work experience at the time of the interview.

No TA/DA will be paid for attending the interview.



Assistant Registrar (Admin)

International Institute for Population Sciences (IIPS)
Govandi Station Road, Deonar, Mumbai-400 088
Phone: 022-42372591