Walk-in Interview for the Post of Accounts Assistant

Population Research Centre (PRC), Institute of Economic Growth (IEG), Delhi

The Population Research Centre (PRC), Institute of Economic Growth (IEG), Delhi, invites applications from eligible and experienced candidates for the post of Accounts Assistant on a contractual basis in the salary range to ₹50,000–60,000 per month.

1. Essential Qualifications

- Bachelor's degree in Commerce (B.Com) or Postgraduate Finance/Accounting (PGDBA/M.Com from a recognised university.
- Minimum 3–5 years of relevant experience in accounting, financial management and project accounts.
- Working knowledge of Tally/ERP, MS Excel and other accounting software.
- Knowledge of government financial procedures, taxation and statutory compliance.

2. Desirable Qualifications and Experience

- Experience in handling accounts of government-funded research projects or academic/research institutions.
- Experience in preparation of Utilisation Certificates (UCs), Statements of Expenditure (SoEs) and financial reports.
- Knowledge of PFMS (Public Financial Management System) and Treasury Single Account (TSA).
- Experience in GST, TDS, income tax, bank reconciliation and audit-related matters.
- Experience in handling multi-location or multi-state project accounts.

3. Roles and Responsibilities

- Maintaining and managing the accounts and financial records of PRC, IEG.
- Coordinating financial matters and accounts of all Population Research Centres (PRCs) under the Ministry of Health and Family Welfare (MoHFW).
- Processing and monitoring grants, advances, expenditure and fund utilisation of all PRCs.
- Preparation, scrutiny and consolidation of Utilisation Certificates (UCs) and Statements of Expenditure (SoEs) received from all PRCs.
- Monitoring and reconciliation of funds through PFMS and TSA.
- Assisting in PFMS transactions, fund transfers, expenditure reporting and reconciliation.
- Maintaining PRC-wise records of budget allocation, expenditure, unspent balances and pending UCs.
- Examining bills, vouchers, invoices and supporting financial documents.
- Coordinating with PRCs for timely submission of UCs, audited statements and other financial documents.
- Assisting in preparation of annual budgets, revised estimates and expenditure statements.
- Handling bank reconciliation, advance adjustments and settlement of outstanding advances.

Yes 13/11/2025

- Coordinating with the IEG Finance and Accounts Section, MoHFW and other concerned authorities.
- Assisting in internal and statutory audits and ensuring compliance with financial rules and regulations.
- Performing other finance and accounts-related duties assigned by the Head, PRC.

4. Key Competencies

- Strong accounting and financial management skills.
- Proficiency in PFMS, TSA, Tally and MS Excel.
- Ability to independently handle multi-PRC financial records and reporting.
- Good coordination, communication and documentation skills.
- Accuracy, accountability and ability to meet financial reporting deadlines.

5. Walk-in Interview Details

Date: **23 November 2026 (Monday)**

Time: **11:00 AM to 1:00 PM**

Venue: **Conference Room, Population Research Centre (PRC), Institute of Economic Growth, Delhi.**

Documents: **Candidates are required to bring 3-4 sets/copies of their CVs along with necessary documents and original certificates.**

The prescribed application form is enclosed, which candidates are required to duly fill in and bring in three (3) copies.

Interested candidates fulfilling the prescribed eligibility criteria are invited to attend the walk-in interview with their updated CV, original educational and experience certificates, and one set of self-attested photocopies of all supporting documents.

INSTITUTE OF ECONOMIC GROWTH, DELHI
POPULATION RESEARCH CENTRE (PRC)

APPLICATION FORM FOR WALK-IN INTERVIEW

Post: Accounts Assistant (Contractual) | Interview: 24 November 2026, 11:00 AM–1:00 PM

Application / Registration No.: _____
(For office use)

Affix recent passport-size photograph

1. PERSONAL DETAILS

1. Full Name (BLOCK LETTERS)	
2. Father's / Mother's / Spouse's Name	
3. Date of Birth	**Age:** _____
4. Gender (optional)	**5. Nationality**
6. Mobile No.	**7. E-mail ID**
8. Correspondence Address	
9. Permanent Address (if different)	

2. EDUCATIONAL QUALIFICATIONS

List qualifications from graduation onwards. Attach copies of certificates / mark sheets.

Degree / Qualification	Subject / Specialisation	University / Institution	Year	Division / %

3. EMPLOYMENT / PROFESSIONAL EXPERIENCE

Mention relevant experience in accounting, financial management, project accounts or related work.

Employer / Organisation	Designation & Nature of Work	Period (From–To)	Duration

4. RELEVANT SKILLS / EXPERIENCE

Tally / ERP: ☐ Yes ☐ No Details: _____

MS Excel / Accounting Software: ☐ Yes ☐ No Details: _____

PFMS / TSA: ☐ Yes ☐ No Details: _____

GST / TDS / Income Tax / Bank Reconciliation / Audit: ☐ Yes ☐ No

Preparation of UCs / SoEs / Financial Reports: ☐ Yes ☐ No

Government-funded projects / Research Institutions: ☐ Yes ☐ No

5. BRIEF DESCRIPTION OF SUITABILITY FOR THE POST

Briefly describe your relevant experience and skills for the post (additional sheet may be attached, if required).

6. DOCUMENTS SUBMITTED / ENCLOSED

Please tick the documents submitted. Originals may be produced for verification.

☐ Updated CV / Resume

☐ Proof of Date of Birth

☐ Educational qualification certificates and mark sheets

☐ Experience certificates / appointment letters

☐ Identity proof

☐ One set of self-attested photocopies of supporting documents

☐ Other (please specify): _____

7. DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that if any information is found to be false or incorrect, my candidature may be cancelled. Submission of this application does not confer any right to selection or appointment.

Place: _____

Date: _____

Contact No.: _____

Signature of Applicant: _____

Name: _____

E-mail: _____