



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

RECRUITMENT NOTICE

BITS Pilani, K K Birla Goa Campus invites applications for the position of **Jr. Officer**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science (BITS), Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry / Service	Higher Education
Post / Job Title	Jr. Officer
Job Type & Tenure	Regular, Full time Term of appointment is for 1 year and will be renewed based on satisfactory performance review against the goals set.
Reporting to	In-charge (Accounts & Finance) and Associate Dean (GCIR)
Will also work very closely with	<u>Key Internal:</u> Faculty, GCIR teams across the Institute <u>Key External:</u> Funding Agencies
No. of Positions & Job Location	One Position in K K Birla Goa Campus
Job Purpose and Principal Accountabilities & Responsibilities	The incumbent will manage and monitor the financial accounting and compliance activities related to Sponsored Research Grants, including PFMS transactions, project-wise expenditure reconciliation, utilization certificates (UCs), bank reconciliation, audit support and coordination with the Principal Investigators (PIs), Grants, Consultancy & Industrial Research (GCIR), Academic – Graduate Studies & Research (AGSRD) and Accounts & Finance to ensure accurate, timely and compliant financial reporting. The detailed responsibilities are as under:



• **Management of Public Financial Management System (PFMS)**

- Handle end-to-end PFMS activities for sponsored research grants, ensuring accurate and timely recording of receipts and expenditure.
- Ensure expenditure is correctly recorded against the appropriate project, budget head and sanctioned component in the PFMS.
- Coordinate with the PFMS and GCIR for reinitiating failed, rejected or returned transactions and ensure timely resolution.

• **Expenditure Verification & Compliance**

- Verify expenditures submitted by the PIs against sanction letters, approved project budgets, sanctioned components and applicable grant conditions.
- Review project expenditure for accuracy, eligibility and compliance with funding agency requirements.
- Identify discrepancies and coordinate with PIs, GCIR and other concerned stakeholders for timely rectification.

• **Project Accounting & Reconciliation**

- Reconcile project-wise expenditure recorded in the Books of Accounts with PFMS statements and ERP records.
- Ensure that the expenditure reported in UCs matches the expenditure recorded in the PFMS and ERP.
- Identify excess or short utilization of funds and determine amounts requiring recovery or adjustment.
- Coordinate with the concerned PIs / GCIR for recovery, adjustment or correction of project expenditure.

• **Bank Reconciliation**

- Prepare Bank Reconciliation Statements (BRS) for ZBSA bank accounts.
- Reconcile bank transactions with ERP and accounting records and investigate & resolve unreconciled items.
- Ensure timely identification and correction of discrepancies between bank, ERP and PFMS records.

• **Coordination & Stakeholder Management**

- Coordinate with PIs, GCIR, AGSRD and Accounts & Finance for updating receipt break-ups and resolving project-related financial discrepancies.
- Follow up with the relevant stakeholders for pending transactions, documentation, corrections and financial reporting requirements.



	- Provide financial information and clarification to PIs and project teams as required. • Records & Documentation - Maintain comprehensive project-wise records of sanction letters, fund releases, receipts, PFMS expenditure, ERP expenditure, UCs, BRS and reconciliation statements. - Maintain accurate and up-to-date financial records for all assigned sponsored research projects. • Audit & Compliance Support - Assist internal, statutory and funding-agency audits relating to sponsored research projects. - Provide ZBSA BRS, receipt statements, expenditure statements and other supporting documents required for audit. - Ensure that receipt and expenditure statements are properly reconciled and matched with the corresponding UCs. - Support timely closure of audit observations and provide necessary financial records and clarifications. • Any other responsibility assigned by the Controlling Officer from time-to-time.
Qualification and Personal Profile	• Fresh CA (Inter) / ICWA (Inter) OR M.Com. (or equivalent qualification in Finance / Accounting) with at least 2-3 years of relevant experience in accounting, sponsored research grants, government-funded projects, PFMS, project finance or a similar environment. • Experience in an educational / research institution or an organization handling government sponsored projects will be an added advantage. <i><u>Note:</u> Qualification & Experience criteria may be relaxed for exceptional candidates, at the discretion of the Institute.</i>



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Other Skill and Ability Requirements	• Strong knowledge of accounting principles and financial reconciliation. • Working knowledge of PFMS, ERP and project / grant accounting. • Understanding of sponsored research grants and funding-agency compliance. • Ability to work with multiple stakeholders and manage project-wise financial records. • Good proficiency in MS-Excel and financial reporting. • Attention to detail and accuracy in data handling. • Effective communication & interpersonal skills to interact with a wide range of stakeholders. • Ability to work collaboratively in a team and across departments. • Time management and organizational abilities to meet tight deadlines.
Compensation	CTC of Rs. 8 - 10 lakhs per annum (inclusive of all benefits), commensurate with experience and expertise and meeting the eligibility criteria.

Please submit your applications using the link: <https://cbs.bits-goa.ac.in/HRM/>. Last date of application is **12-Sep-2026**.

Dean – Administration