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खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत
IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2026/24

Date: 4th May 2026

IITI DRISHTI CPS Foundation is a Technology Translation Research Park (TTRP) hosted at IIT Indore and supported by the Department of Science & Technology (DST), Government of India. The Foundation focuses on Digital Healthcare, Cyber-Physical Systems, system simulation and modelling, translational research, and commercialization of deep-tech innovations. The Foundation works closely with researchers, clinicians, hospitals, healthcare institutions, government bodies, and industry partners to translate technologies from early-stage research to large-scale deployment and commercialization. One of the flagship platforms developed in-house is CharakDT, a rapidly evolving Digital Health and Clinical Decision Support ecosystem <https://drishticps.iiti.ac.in/>.

Profile Description: The Deputy Program Manager will be responsible for planning, coordinating, and executing schemes under the Technology Development Program at IITI DRISHTI CPS Foundation. The role includes managing program operations, budgeting, stakeholder coordination, and supporting technology translation initiatives aligned with the Foundation's focus areas, particularly Digital Healthcare and cyber-physical systems.

Job Title: Finance Executive

Job Location: IIT Indore

No. of Positions: 1

Key Responsibilities

- Manage day-to-day financial operations including accounting, budgeting, and reporting using Tally.
- Prepare and review financial statements and MIS reports for effective decision-making.
- Ensure statutory compliance including GST, TDS, PF, PT, and related filings and reconciliations.
- Monitor cash flow, fund utilization, and financial planning.
- Handle bank, vendor, and ledger reconciliations and maintain proper documentation.
- Coordinate with internal/external auditors and support audit processes.
- Implement financial controls, policies, and SOPs.
- Manage accounts payable/receivable, invoicing, and payment tracking.
- Support grant/CSR compliance and preparation of utilization certificates (UCs).
- Assist in team coordination and ensure smooth finance operations.



Key Skills & Competencies

- Strong knowledge of accounting standards and taxation
- Analytical and problem-solving skills
- Proficiency in MS Excel, Tally and financial tools
- Attention to detail and accuracy
- Good communication and stakeholder management
- Ability to work collaboratively in a team environment

Educational Qualification & Experience

- Chartered Accountant (CA) – Inter / MBA (Finance) Fresher / equivalent qualification.
- 2-3 years of relevant experience in finance, accounting, and compliance.
- Experience in audits, statutory compliance, and financial reporting.
- Experience in institutional / grant-based funding (preferred).

Additional Requirements or Preferences

- Experience in similar organizations / research institutions preferred.
- Immediate joiners or candidates with shorter notice period preferred.
- High integrity and ethical standards.
- Ability to work in a dynamic and evolving environment.
- Proposed Timeline for joining: Immediate / Within 30 days

Compensation: As per Industry Standards

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.