



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

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2025/16

Date: 13th October 2025

IITI DRISHTI CPS Foundation (DRISHTI CPS in short), a Technology Innovation Hub (TIH) established at IIT Indore under the aegis of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS), is working along the technology vertical of System Simulation, Modelling and Visualization. DRISHTI CPS is committed to fostering technology development and commercialization, skill development, startups support, and employment creation in the field of Cyber-Physical Systems. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Jr./Admin Executive

Job Location: IIT Indore

Key Responsibilities

1. Accounting & Compliance

- Maintain accurate books of accounts.
- Manage the entire accounts payable function and invoice processing.
- Assist in the preparation of financial statements and cash flow statements.
- Ensure compliance with statutory regulations, including TDS, GST, PF, ESI, and PT.
- Coordinate with bankers, partners, and other stakeholders.

2. Receipt Management

- Ensure proper booking of all receipts, including fees, rent, donations, grants, CSR funds, seed funds, sponsorships, and exits.
- Provide financial reports and necessary documentation to stakeholders as required.

3. Payment Processing

- Verify vendor invoices for accuracy, ensuring they contain necessary details such as date, company name, description of goods/services, PAN, and an approved payment request.
- Accurately book expenses under the correct project and budget head.
- Ensure proper reference numbers, narrations, and tax deductions (TDS) while passing accounting entries.



आईआईटीआई दृष्टि सीपीएस फाउंडेशन, भारतीय प्रौद्योगिकी संस्थान इन्दौर

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

- Reconcile bank books with bank statements daily.
- Verify bills/invoices submitted by employees with relevant references and approvals.
- Follow up with vendors for timely submission of invoices and conduct vendor reconciliations at regular intervals.

4. Procurement & Vendor Management

- Assist in end-to-end procurement processes from raising purchase requisitions to vendor selection, quotation evaluation, and purchase order issuance.
- Manage procurement activities through **Government e-Marketplace (GeM)** and other approved government platforms.
- Ensure adherence to Government of India procurement guidelines, transparency, and documentation norms.
- Assist in floating tenders, collect comparative statements, and assist in bid evaluation as per company and government procurement policies.
- Maintain updated vendor records and ensure timely renewal of registration and documentation on GeM and other procurement systems.
- Coordinate with technical and project teams to ensure timely receipt and quality verification of procured goods/services.
- Maintain procurement records, approvals, and audit trails for internal and statutory reviews.

5. Banking & Documentation

- Download and maintain soft copies of bank statements monthly.
- Maintain a fixed deposit summary/register in Excel, ensuring regular updates and accurate interest postings.

Key Skills & Competencies

- Strong proficiency in Microsoft Excel and attention to detail in accounting.
- In-depth knowledge of accounting software such as Tally, Zoho.
- Proficiency in MS Office.
- Excellent communication skills (both verbal and written).
- Quick learner with flexibility to adapt to new processes.

Qualifications & Experience

- **Education:** B. Com/M. Com or equivalent
- **Experience:** Minimum 1-2 years of post-qualification experience in accounts payable/receivables/Procurement.
- **Preference:** Candidates based in Indore will be given preference.



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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.