



FLUID CONTROL RESEARCH INSTITUT E

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NOTIFICATION No. FCRI/P&A/2026-27/Contract tenure opening/WI-E 22 July 2026

Accounts Assistant (B.com) on Tenure-Contract basis

Last Date: **6th August 2026**
Tenure: 1 year (extendable to maximum 3 years)
No. of openings: 2 (Tentative)

1. Essential Qualifications

Candidates should have completed full-time degree in Bachelor of Commerce from UGC/AICTE recognized Universities / Institutions.

2. Desirable Qualification

CA Inter/CMA Inter/M.Com

3. Age Limit

30 years. (Relaxation of age limit for candidates belonging to SC/ST/OBC/EWS will be applicable as per Government of India rules in vogue)

4. Essential Experience

Having minimum **2 years** working experience in the following areas:

Government accounting, GST, Income Tax, bank reconciliation, pay roll and financial reporting. The candidate should be well versed with Tally Prime and MS Office.

The candidate is expected independently handle:

- Maintenance of books of accounts
- Preparation of vouchers & financial statements
- Processing of receipts and payments.
- GST compliance
- Income Tax TDS compliance
- Pay roll processing
- Bank reconciliation

5. Remuneration

Rs.28,000/- per month

6. Recruitment process

Written Test/Interview

7. Terms of engagement

1. The selected personnel will thereafter be on tenure based engagement for a period

of ONE YEAR. Their performance will be assessed throughout the period of engagement and subject to satisfactory performance, the personnel may be considered for extension of tenure by ONE year. The maximum duration of tenure under this Notification is THREE Years.

2. Only Indian Nationals are eligible to Apply.
 3. Mere possession of minimum qualifications / experience will not entitle a candidate to be called for Test / Interview.
 4. No TA/DA will be paid for attending the interview/written examination.
 5. Candidates shall have good health and fitness. Selected candidate shall submit Medical Fitness Certificate in specified Format at the time of joining. Candidates subsequently found to be medically unfit or found to be having consistent health issues affecting their duty/ attendance/etc. for prolonged periods will be terminated.
 6. Eligible Leave: During the period of your engagement, you will be entitled for 08 days of casual leave in calendar year at the rate of one CL per completed 1.5 months, and 15 days Sick Leave (upon submission of Medical Sickness & Fitness Certificates) as per Institute's Rules. You are not entitled for any other leave. No carry forward or encashment of leaves is permitted. Medical leave cannot be availed for less than two days.
 7. Leaves are not encashable. Leaves are specific to each calendar year and cannot be carried forward.
 8. On exigencies, the selected persons may be required to work beyond normal hours of duty or holidays.
 9. FCRI reserves the right to terminate the contract at any point of time with a Notice period of 1 month, except in case of disciplinary actions for misconducts where Contract will be terminated with immediate effect.
 10. Persons applying for or engaged on the basis of short term contracts / Trainee openings at FCRI shall not have any preferential claims / rights / guarantees for future employment to regular posts, or in any manner in relation to other open market candidates.
 11. Canvassing in any form, sending applications to any other email, follow ups, etc. will not be entertained.
 12. For any updates regarding the Notification, Test/Interview, etc., it is advised to periodically visit www.fcridia.com/career. There will not be any separate advertisements in newspapers or other media for the updates or Corrigendum or Addendum to this Notification
 13. Institute reserves the right to discontinue the recruitment. The opening is only to augment functional needs and is not meant to fill against any present or future vacancies to any regular posts at the Institute. These openings are purely of short tenure nature.
- How to Apply: Download the MS Word format Application Form for Accounts Assistant B.com on Tenure-Contract basis attached in the notification, fill up the form and submit along with the CV through email: recruit@fcridia.com

**(Personnel &
Administration)**