

Dt : 01.10.2025

**Administrative Position**

IIRM is a leading Business School in Hyderabad, a Joint Initiative of IRDAI and the Government of Telangana. The Institute recognized by AICTE, has its own Residential Campus located in the Financial District offers several programs leading to 2-year PGDM in the areas of Insurance, Risk Management, Finance, Marketing, HRM, Business Analytics and Actuarial Science.

Applications are invited for the post of Accounts Officer. Persons with CA / Inter CA qualification, to handle total finance functions of an educational institution, are welcome to apply. Preference will be given to the candidates located in and around Hyderabad, and with job experience. The position will be decided by a Selection Committee, after interacting with eligible and interested applicants.

The job profile of the post is as follows:

*Head of the Accounts Section of the Institute and responsible for all day-to-day financial transactions, preparing financial statements, coordinating with the internal and external auditors, supervising the maintenance of stock registers, records, and serving as a member on the internal committees as nominated from time to time and as Convener of the Investment Committee, among other key responsibility areas. Make all financial decisions in consultation with the Admin Head. These are illustrative but not exhaustive.*

Selected candidate will receive a consolidated pay of Rs. 50,000/- per month for the first six months and thereafter Rs. 60,000/- per month for the next six months. After one year of probation period and upon confirmation of services, the employee will be placed on a regular scale. Interested persons can send their CV by email along with a passport-size photograph and supportive documents, addressed to :

The Director  
Institute of Insurance and Risk Management  
Financial District, Gachibowli, Hyderabad-500 032  
Tel : 040 - 2300 0005 ; email : [careers@theiirm.ac.in](mailto:careers@theiirm.ac.in)

The applications should reach us by **Monday, 6<sup>th</sup> October 2025**. Applications received after this date will not be considered, and the tentative date of the interview could be between 7<sup>th</sup> and 9<sup>th</sup> October 2025, for the shortlisted candidates.

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