

**ADVERTISEMENT FOR THE POST OF CA INTERN**

Indian Institute of Management Mumbai (IIM Mumbai) invites applications from eligible candidates for engagement as a Part-Time CA (Inter) Professional to support the Institute's Internal Audit and Finance functions. The details are as below:

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p><b>CA Intern</b> (On contract basis) – 01(One) post</p> <p><b>Mode</b> – Part Time</p> <p><b>Working Requirement:</b> 52 hours per month, normally across 6-8 working days (flexible as per Institute needs). (Not more than 2 days at a stretch)</p> <p><b>Monthly Consolidated Emoluments</b> – ₹ 20,000- ₹ 30,000 per month (no other allowances).</p> <p><b>Tenure</b> – One year, extendable up to Two years based on satisfactory performance and requirement.</p> <p><b>Maximum Age Limit</b> For CA 35 years and for CA (Inter) not above 25 years on the date of application.</p>	<p><b><u>Minimum Qualifications &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>Qualification: CA or CA (Intern)</li> <li>Experience: Nil in case of degree &amp; Minimum 1.5 years of Article ship from a recognised CA firm in case of CA inter candidate.</li> </ul> <p><b><u>Competencies:</u></b></p> <ul style="list-style-type: none"> <li>Sound knowledge of accounting standards, GST, TDS, and Income Tax laws, including hands-on experience in review of Bank Reconciliation Statements (BRS), foreign payments and applicable tax treatments, preparation and filing of GST returns and Income-tax returns (including TDS), working knowledge of relevant Government financial rules, and familiarity with preparation and analysis of Balance Sheets of educational institutions.</li> <li>Good analytical ability and working proficiency in MS Office and Tally accounting/ERP software.</li> <li>Strong documentation and audit working-paper skills.</li> </ul> <p><b><u>Roles &amp; Responsibilities:</u></b> The selected candidate will be part of the Internal Audit Team and will support the Institute in ensuring accuracy, compliance, and process integrity. Key responsibilities include:</p> <p><b>A. <u>Financial &amp; Accounting Review</u></b></p> <ul style="list-style-type: none"> <li>Verification of accounting entries, vouchers, supporting documents, and ledgers. Scrutiny of tally entries.</li> <li>Reconciliation of accounts, schedules, and balances as required.</li> </ul> <p><b>B. <u>Taxation &amp; Compliance Support</u></b></p> <ul style="list-style-type: none"> <li>Assistance in GST, TDS, and Income Tax compliance including data preparation, reconciliations, and documentation.</li> <li>Maintaining compliance records and supporting periodic filings.</li> </ul> <p><b>C. <u>Audit Support</u></b></p> <ul style="list-style-type: none"> <li>Suggest Improvements wrt observation of Internal, Statutory, Government, AG/CAG auditors.</li> <li>Conducting vouching, verification, physical checks, and audit sampling.</li> <li>Preparing internal audit notes, working papers, and MIS reports.</li> </ul> <p><b>D. <u>Process &amp; Control Strengthening</u></b></p> <p><b>E. <u>Other Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>Carrying out work incidental to the post, and</li> <li>Any task specifically assigned by senior officials of the Department.</li> </ul>

**General Conditions**

- Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted for the Interview. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.

2. The selected candidate will be appointed on a fixed-term contract, subject to satisfactory performance, reviewed annually. Performance will also be evaluated after three months of joining, and continuation in the role will depend on meeting performance benchmarks.
3. The date for Interview will be communicated later to the shortlisted candidates through email ONLY. The candidates are advised to check their emails regularly.
4. Shortlisted candidates will be informed about the selection process separately.
5. The shortlisted candidates will be required to bring all original Certificates, Degrees and other documents pertaining to their educational qualification, professional qualification, work experience, age etc. for verification purpose at the time of interview along with one set of photocopies of these documents.
6. Selection Process- Through Interview, which may be conducted through online mode. Candidates are required to mandatorily mention their email ID in the application form.
7. The Institute reserves the right to modify, withdraw or cancel the process of selection at any stage even after issue of appointment letter.
8. Any updates, amendments and corrigendum's will be published on Institute website only. Candidates are advised to visit the website of IIM Mumbai ([www.iimmumbai.ac.in](http://www.iimmumbai.ac.in)) regularly.
9. The panel of selected waitlisted candidates if any will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
10. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
11. Based on the number and quality of applications received the Institute may decide to conduct a written test and/ or skill test and /or interview and /or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute.
12. The decision of IIM Mumbai would be final and binding to the candidates.
13. The Institute also reserves the right not to fill the post, if it so desires.
14. Incomplete application without proper supporting documents will be summarily rejected.
15. The number of posts may be increased as per the requirement of the Institute.
16. No interim correspondence will be entertained.
17. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
18. Candidates belonging to NC OBC, SC/ST, and PwD categories need to produce valid Caste/ Category certificate(s) in support of their reservation category. For the purpose of being considered for reservations, the applicable Central Government list as on the last date of application shall be binding and the candidates are required to upload the valid documents signed by the competent authority to ascertain the eligibility status to apply under the reserved category (NC-OBC/SC/ST/PwD). No request of change in the category applied for will be entertained in any case.
19. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., [www.iimmumbai.ac.in](http://www.iimmumbai.ac.in).
20. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
21. For any technical assistance please contact on [disc.website@iimmumbai.ac.in](mailto:disc.website@iimmumbai.ac.in)
22. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
23. Incomplete applications will not be considered.
24. Selected candidates may be hired through an outsourcing agency empaneled by the Institute.

### **HOW TO APPLY**

Interested and eligible candidates may submit their form online by clicking on the following link <https://iimmumbai.ac.in/careers> on or before **25 Jan 2026 (5:00 pm)**:

**No other mode of application will be entertained.**

**Sd/-**  
**Chief Administrative Officer**