

YOUNG INDIA SKILLS UNIVERSITY TELANGANA

(Established under State Legislature Act 13 of 2024 of Government of Telangana)

No. YISU/Esst/CA(NT)/2025/20

Date: 14-07-2026

Applications are invited for the Post of “Senior Accounts Executive” on Contract Basis.

The Young India Skills University (YISU), is established in Hyderabad under the Young India Skills University, Telangana (Public-Private Partnership) Act 2024 to bridge the gap between industry needs and academic offerings. YISU operates on a Public-Private Partnership (PPP) model, where the Telangana government and industry leaders collaborate to ensure the curriculum aligns with real-world demands. YISU empowers students with the practical skills required for today’s workforce.

Applications are invited from eligible Indian citizens for engagement to the following positions on purely contractual basis for a period of one year, extendable based on performance and institutional requirements. The engagement does not confer any right to regular appointment.

Name of the Post: Senior Accounts Executive (On Contract Basis)

Number of Posts	01 (One)
Consolidated Remuneration	Pay will be fixed based on the experience and as per university norms.
Place of Posting	YISU, Hyderabad
Age Limit	Not exceeding 35 years as on the last date of application
Essential Qualification	Bachelor’s Degree in Commerce (B. Com) with at least 60% from a recognized University/Institution (or) Masters in Commerce (M.com) with at least 50% from a recognized University/Institution
Experience	Master's Degree with 05 years of post-qualification experience in Finance & Accounts in a reputed organization, out of which 02 years of experience in a reputed Higher Education Institution such as NITs, IITs, IIMs, Central Universities, or State Universities is preferred. (or) Bachelor's Degree with 08 years of post-qualification experience in Finance & Accounts in a reputed organization, out of which 03 years of experience in a reputed Higher Education Institution such as NITs, IITs, IIMs, Central Universities, or State Universities is preferred.
Knowledge	a) Knowledge of Tally Prime, Financial & Accounts Rules , and applicable financial rules and statutory compliances is essential. b) Proficiency in MS Office , particularly MS Excel, Word, and PowerPoint. c) Good knowledge of Income Tax (TDS), GST , and other statutory compliances. d) Strong noting and drafting skills with good written and verbal communication

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Key Responsibilities	a) Maintain books of accounts and other financial records in accordance with applicable rules and regulations. b) Process bills, advances, reimbursements, and ensure timely deduction and remittance of Income Tax (TDS) and GST-TDS, including filing of statutory returns. c) Prepare Utilization Certificates (UCs), Statements of Expenditure (SoE), and assist in internal, statutory, and government audit compliance. d) Carry out accounting entries in Tally Prime, generate financial reports, and assist in the preparation of financial statements and other MIS reports. e) Prepare office notes, correspondence, and other official communications through effective noting and drafting. f) Assist in budget preparation, financial reporting, reconciliation of accounts, and statutory compliance. g) Maintain financial records, registers, and supporting documents in both physical and electronic formats. h) Perform any other Finance & Accounts-related duties assigned by the Competent Authority from time to time.
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General Terms and Conditions:

1. The appointment will be purely on **contractual basis** for a period of one year, extendable as per requirement and performance.
2. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
3. This appointment shall not confer any right to claim for regularization or absorption in the University.
4. It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
5. The University reserves the right to **not fill up the post**, cancel the advertisement, or modify any part without assigning any reason.
6. The University also reserves write to offer a position with lower designation and pay as per the suitability of the candidate.
7. The prescribed qualifications and experience are minimum, and mere possession of the same does not entitle any candidate to be called for the selection process.
8. In case of any ambiguity in general and eligibility in particular for any post, the decision of the University shall be final.
9. No TA/DA will be paid for attending the selection process.
10. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

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Application Procedure:

Candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute website <https://yisu.in/careers>.

- d) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.
- e) Shortlisted candidates will be called for a **written test and/or interview**. The University reserves the right to restrict the number of candidates based on qualifications and experience.
- f) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the **written test and/or interview** to be conducted at YISU, Hyderabad.

Last Date for Submission of Applications: 29-07-2026

Applications received after the deadline or incomplete in any respect shall be summarily rejected.

Sd/-
Registrar I/c