



INDUSTRY 4.0 INNOVATION CENTRE
REGD OFFICE: NRL CENTRE
G S ROAD, GUWAHATI-781005

ENGAGEMENT OF ACCOUNTS OFFICER ON FIXED TERM CONTRACT BASIS

Pursuant to the Union Budget for FY 2026–27, Budget Speech regarding the CPSE-led Hi-Tech Tool Rooms & Service Bureaus, Industry 4.0 Innovation Centre has been established as a Society, for commissioning and operation of a Hi-Tech Tool Room and Service Bureau at Guwahati (Assam), with a spoke at Barauni (Bihar). The Centre is envisaged as a shared infrastructure platform designed for enabling CPSEs, MSMEs, Private Sector Industries and Startups in India to access solutions based on Industry 4.0 and Frontier Technologies through national and international collaboration, to promote advanced manufacturing technologies, smart industrial systems, innovation-driven growth, skilling and technology enablement through collaboration with Industries, Startups, Academic Institutions and National/ International Agencies.

Industry 4.0 Innovation Centre invites applications from interested eligible candidates for the position of Accounts Officer on Fixed Term Contract Basis, details of which are as below:

I. Proposed Fixed Term Contractual Engagement:

Position	Remuneration (All inclusive)	Place of Posting	No. of posts	Educational Qualifications	Experience (Post qualification)	Age (yrs)
Accounts Officer (Fixed Term Contract Basis)	Rs. 70000/- per month	Guwahati	01	CA (Inter) /CMA (Inter) pass with bachelor's degree in any discipline from a recognized University	Minimum 3 years' experience in maintaining accounts and financial management. <i>(Experience shall be considered from the date of passing CA/CMA – Intermediate Exam)</i> Experience in Government, PSU, Society, Trust, or Project-based organizations will be preferred.	Max. 38 years.

1. **Age:** Maximum 38 years. The date of reckoning age & other eligibility criteria shall be the last date of receipt of applications.
2. **Monthly Remuneration:** All-inclusive Monthly remuneration of Accounts Officer shall be Rs.70,000.00 (Rupees Seventy Thousand only) per month. There will be no increment of the Monthly Fixed Remuneration in any case whatsoever. Besides the monthly fixed remuneration, no other allowance will be paid to the FTE.
3. **Period of Contract** - The engagement shall be on Fixed Term contractual basis for a maximum period of 3(Three) years. Contract tenure will commence from the date of engagement. The contract can be terminated at any time by giving 30 (Thirty) days notice by either party.
4. **Place of Posting-** The selected candidate shall be posted at Guwahati. The Accounts Officer shall be required to arrange his/her own accommodation in the place of posting and no separate HRA will be provided.

5. COMPENSATION AND OTHER TERMS AND CONDITIONS

- (i) Transportation: The Accounts Officer has to make his/her own transportation arrangement for attending regular office. For any official tour, travelling expenses shall be reimbursed as per Society Policy.
- (ii) Company Holiday Calendar: Normal holidays of the Society will be applicable. However, they may be called upon to attend office on weekly off days or any holiday in case of urgency.
- (iii) Leave: The Accounts Officer will be allowed to avail 1(one) day casual leave for each completed month of service.
- (iv) Working Hours: The Accounts Officer will work 48 hours per week work schedule. He/ She will work in line with regular officers of the Society and observe normal office timings.
- (v) Candidate(s) will be required to join immediately, if selected. If a candidate does not join on the stipulated date as decided by management, upon intimation he/she will be allowed extension for another maximum of 15 (fifteen) days from the aforesaid stipulated date. Failure to join within the above-mentioned timeline will result in cancellation of his/her provisional selection.
- (vi) The Accounts officer shall be entitled to avail Mediclaim Insurance Policy facility limited to Rs.5 Lakhs for the period of engagement covering self, spouse and Maximum 2 dependent Children (age limit upto 18 years only). Insurance to be bought by the Accounts officer and Society will reimburse the Premium.



6. SELECTION

Applications received shall be scrutinized by the Society. The shortlisted candidates shall be called for Personal Interview.

7. HOW TO APPLY

Applicants should submit only in hard copy along with all supporting documents to the following address:

*Secretary
Industry 4.0 Innovation Centre
NRL Centre,
122 A, G.S. Road, Christian Basti,
Guwahati – 781005, Assam*

Applications will be accepted from as per date mentioned in this notice.

- i. Candidates are required to attach the following **self-attested documents** along with the application:
 - a) Filled in Curriculum Vitae as per attached format along with a self-attested passport-size photograph,
 - b) Proof of Date of Birth
 - c) Proof of address
 - d) Documents in support of all educational qualifications including Class X pass certificate
 - e) CA (Intermediate)/CMA (Intermediate) pass certificate and marksheets,
 - f) Past Work Experience Certificate issued by Employer
 - g) Any other relevant supporting documents.
- ii. The onus of submission of all documents within the stipulated date lies with the candidates. Incomplete applications and applications received after the stipulated date/ time shall be rejected.
- iii. Candidates shall ensure that the information furnished by him/her is true and in case any information furnished by a candidate is found to be faulty, his/her candidature shall be summarily rejected without assigning any reason thereof.
- iv. Before applying for the post, candidate should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. The Society would be free to reject any application at any stage of the selection process, if the candidate is found ineligible for the position for which he/she has applied for. No correspondence shall be entertained in this regard.



8. MEDICAL FITNESS

Engagement to the above post will be subject to the candidate being found medically fit. The selected candidate shall have to produce a fitness certificate from a registered medical practitioner before being considered for engagement. The opinion of the Hospital/Medical Officer authorized by the Society in this regard shall be final.

9. GENERAL INFORMATION

- i. After scrutiny of the testimonials, the candidates fulfilling the eligibility criteria shall be shortlisted and shall be intimated through their valid Email Ids provided in the application to appear before the interview board on specific dates and venue.
- ii. Valid 10-digit mobile No. and E-mail ID must be furnished in the application form. Correspondence (if any) from Society I4IC shall be made only through E-mail provided by the candidates. The Society I4IC shall not be liable for non-receipt of E-mail due to wrong or invalid email id provided by the candidate.
- iii. Responsibilities of receiving and downloading information/ communications etc. will be of the candidate.
- iv. Candidates are advised to keep checking I4IC Society and NRL website **regularly** for any update/information pertaining to the above Fixed Term contractual engagement requirement.
- v. I4IC Society reserves the right to cancel or postpone the Fixed Term Contractual Engagement Process at any stage without assigning any reason.
- vi. The candidates must produce original certificates, testimonials and other documents at the time of interview for verification. Failure to produce original documents at the time of interview may cause rejection of the candidature.
- vii. Any candidate not appearing in the interview on the specific date & time, his/her candidature will get cancelled and no claim regarding this will be entertained.
- viii. No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the personal Interview.
- ix. Candidate(s) working in any Govt./Govt. Undertaking organization, *if selected*, has to produce Release Letter (**in original**), from the present employer at the time of joining the Fixed Term contractual engagement at Society, I4IC.
- x. The selected candidate(s) on fixed term contract are not permitted to take up any other assignment for the entire duration of their engagement.
- xi. In addition to above, the selected candidate has to abide by any other rules & regulations of I4IC Society applicable for Fixed Term Contractual Engagement.

10. IMPORTANT DATES

Milestones	Scheduled date/time
Start of receipt of application commences	17.10.2026 from 10:00 HRS
Closing of receipt of application	06.11.2026 up to 23:59 HRS

Mamirajit Sank

SECRETARY
INDUSTRY 4 INNOVATION CENTRE

recruitment@i4icenter.com