



Job Title: Project Senior Accountant

Reports to: Deputy Director, Koita Centre for Digital Health, Ashoka University

Location: Delhi and Sonipat

Posts available: 01

Application Deadline: 15th April 2026

About Ashoka University:

Ashoka University- India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change. Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

- **Be Mission-Driven:** Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.
- **Think Strategically:** Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.
- **Act Authentically:** Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.
- **Take Accountability:** Own your work and drive positive change as an empowering individual seeking to make a meaningful contribution.
- **Build Collaboration:** Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.
- **Deliver Excellence:** Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a pioneering force in interdisciplinary learning, we continually grow and adapt to stay at the forefront of educational excellence with an

emphasis on inclusivity and equal opportunity. Our philosophy revolves around care, well-being, and connection, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About Koita Centre for Digital Health-Ashoka:

Koita Centre for Digital Health at Ashoka (KCDH-A) is an interdisciplinary Centre, offering robust academic and research programmes aimed at advancing and developing a fresh perspective on Digital Health. It focuses on the convergence of healthcare, genomics, information technology, and artificial intelligence revolutions. KCDH-A aspires to nurture a new generation of Digital Health thinkers, innovators, and implementers through a balanced emphasis on education and research.

- The Centre offers strong academic programmes in digital health & informatics, drives research in next-generation digital health tools & solutions, and creates long standing partnerships to enable the digital transformations of health.
- KCDH-A is a joint centre of the Trivedi School of Biosciences and the Department of Computer Science at Ashoka University.

Note - This is a collaborative project between KCDH-A and ICMR-NIRDHDS. The selected candidate will be based at Delhi and travel occasionally to Ashoka University, Sonapat.

Role and Responsibilities:

- Manage financial operations of higher order national and international grants, including budgeting, tracking, forecasting, and reporting.
- Prepare high end budget, utilization certificates, statements of expenditure, and ensure compliance with donor and government regulations.
- Maintain books of accounts, ensure statutory compliance, and coordinate internal/external audits.
- Process procurement and payments through government portals (GeM, PFMS, eProcurement) in line with GFR norms.
- Handle administrative tasks including file processing, noting & drafting, logistics, vendor management, and HR-related financial documentation.
- Support financial management of projects in public health and digital health and coordinate with program leads and funding agencies.

Qualifications:**Essential:**

- Post Graduation in Commerce (M. Com)

Desirable:

- Preferably MBA in HR with a minimum of 2-3 years of relevant experience, preferably in a government department, autonomous body, or PSU.

Eligibility and Experience:

- Accountant with proven experience in grant management, project budgeting and accounting, and handling large-scale national and international budgets/ grants
- Minimum 2-3 years of proven working experience in handling accounts and administrative work in the government sector.
- Strong knowledge of finance and accounting principles, including budgeting, taxation, and documentation.
- Proven experience managing large-scale, higher order budgets.
- Handle administrative tasks including file processing, noting & drafting, procurement, logistics, and HR support.
- Experience handling projects or schemes in the health, education, or science & technology sectors. Familiarity with government portals (e.g., GeM, PFMS, eProcurement)

Skills Required:

- Strong finance and accounting knowledge, budgeting, taxation, analytical and documentation skills.
- Proficiency in all applications of MS Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills

Emoluments: Commensurate with qualification and experience

Application Submission Process:

We invite you to embark on this journey by submitting your application to the Koita Centre for Digital Health- Ashoka University. To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Email your CV to communications.kcdha@ashoka.edu.in, ensuring the subject line reads as follows: "Designation – Department Name _ Applicant Name>". This will help us efficiently process your application.

Pursuit for Excellence: At Ashoka University, we strive for excellence in all aspects of our operations. Therefore, only shortlisted candidates will be contacted as part of our selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by **15th April /2026**. Applications received after the deadline will not be considered.

Terms And Conditions:

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither Ashoka University nor the Principal Investigator nor the funding agency is obligated to offer permanent employment.
- Only interview candidates will be contacted or notified. Date and time of the interview will be communicated via email exclusively.
- Under no circumstances will applications received after the vacancy notification deadline be considered.
- This will be a full time Job employment.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.