

## Job Description: Executive – PFMS Operations and Administration

**Position Title:** Executive – PFMS Operations and Administration

**Location:** Gujarat University / IDSRF Office (Gujarat University Campus, Navarangpura, Ahmedabad)

**Reporting To:** Project Coordinator / Administrative Head

**Employment Type:** Full-time

**Salary Band:** ₹30,000 – ₹35,000 per month

**Last Date:** 10th November 2025

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### About the Role

Effective management of the **Public Financial Management System (PFMS)** and related administrative processes is crucial for the IDSRF (Institute for Defence Studies and Research Foundation).

The Executive – PFMS Operations and Administration will be responsible for ensuring smooth execution, monitoring, and reporting of all PFMS-related activities along with assisting in other administrative and financial coordination tasks of ongoing projects.

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### Key Responsibilities

- Operate and manage day-to-day activities on the **Public Financial Management System (PFMS)** for various projects.
  - Prepare, maintain, and update financial and administrative records in compliance with PFMS guidelines.
  - Coordinate with project leads, accounts, and finance teams to ensure timely submission and approval of financial transactions.
  - Assist in preparation of project reports, utilisation certificates, and related documentation.
  - Support administrative functions including correspondence, record-keeping, and coordination with external agencies.
  - Ensure compliance with relevant policies, financial rules, and audit requirements.
  - Provide administrative support to project management and assist in data entry, filing, and documentation tasks.
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## Eligibility Criteria

### Educational Qualification:

- Graduate or Postgraduate in Commerce, Business Administration, or a related field.
- Candidates with certification or working knowledge of PFMS will be preferred.

### Experience:

- Minimum 1–2 years of relevant experience in **financial or administrative operations**.
- Prior exposure to government-funded projects, PFMS operations, or institutional administration will be an added advantage.

### Skills Required:

- Proficiency in MS Office (Excel, Word, PowerPoint) and data management tools.
- Good communication and coordination skills.
- Strong attention to detail and ability to meet deadlines.
- Familiarity with PFMS or similar digital financial systems.

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### Selection Process

- The advertisement for the position will be published on official platforms.
- All applications will be reviewed and shortlisted candidates will be interviewed by the **Interview Committee**.

**Last Date: 10th November | Application Link:** <https://forms.gle/aUwKaN7VDd3af1hu7>

