

Date: Aug 13, 2025

Advertisement for the Position of Multi-Tasking Staff (Contractual Basis)

AIC π-Hub invites applications from sincere, responsible, and motivated individuals to join our team as a **Multi-Tasking Staff** to support general office assistance, record-keeping, stock maintenance, and other administrative functions.

Job Title	Multi-Tasking Staff (MTS)
Number of Posts	1 (One)
Mandatory Qualification	Minimum Educational Qualification: 12th Pass (Higher Secondary) from a recognized board.
Desirable	<ol style="list-style-type: none"> 1. Ability to read and write in Hindi and at least read and understand basic English instructions and forms. 2. Familiarity with stock register maintenance, file movement, and basic clerical tasks. 3. Experience in assisting staff in day-to-day office work, including document organization, photocopying, filing, and dispatch/receipts. 4. Basic knowledge of printers/scanners, and assisting with document movement within the office. 5. Discipline, punctuality, and willingness to take up multi-role responsibilities as per office needs. 6. Knowledge of riding two wheelers with valid driving license. 7. Preference will be given to candidates who have worked in educational institutions, incubation centres, or public-funded organizations.
Remuneration	₹1.92 lakhs per annum (all inclusive)
Age	Minimum 21 years and maximum 35 years as on 01.01.2025
Tenure of Contract	Initial appointment shall be for one year , extendable based on performance and program requirements.
Date and reporting time for interview	Monday, August 28, 2025 Reporting Time 9:30 AM All candidates are required to bring the completed form, as prescribed, along with all original documents and one set of photocopies, for their interview.

Job Description and Responsibilities

The **Multi-Tasking Staff** will assist the Admin and Operations Team at AIC π-Hub and will be responsible for ensuring smooth support services across departments. Responsibilities include but are not limited to:

1. **Record & Register Maintenance:** Updating and maintaining physical registers for **stock, inward/outward movement**, attendance logs, and delivery receipts.
2. **File Movement & Documentation:** Assisting in internal file movement, **photocopying, scanning**, and documentation for program-related activities.
3. **Logistical Support:** Helping during setup for meetings, training programs, workshops, and maintaining cleanliness and arrangement of common spaces.
4. **Dispatch & Courier Handling:** Managing external and internal courier dispatches, maintaining proper logs, and ensuring timely delivery and receipt.
5. **Office Assistance:** Supporting general office duties including water/ tea service, basic errands, and coordination with housekeeping.
6. **Stock and Asset Tagging:** Assisting in tagging and maintaining records of AIC π-Hub assets and consumables, and reporting shortages to the admin officer.
7. **Other Duties:** Any other reasonable task assigned by the BoD/ Head/ CEO/ Incubation Manager in support of day-to-day operations.

Selection Process:

- a) Applications will be screened for eligibility. Shortlisted candidates will be invited for an in-person interview.
- b) No TA/DA will be paid for attending the interview.
- c) Final selection shall be based on the recommendation of the Selection Committee and approval by the competent authority.

Please note that:

- This is not a Government appointment.
- AIC π-Hub is a self-financed Section 8 company, and the appointment is purely contractual.
- The role does not guarantee any permanent employment with AIC π-Hub or any affiliated institution.
- Applications with over qualification shall not be considered.