

Date: Aug 13, 2025

## Advertisement for the Position of Office Assistant (Accounts)

AIC π-Hub invites applications from detail-oriented and skilled individuals to join our team as **Office Assistant (Accounts)** to support day-to-day finance and administrative functions of the Incubation Centre.

Job Title	Office Assistant (Accounts)
Number of Posts	1 (One)
Mandatory Qualification	Educational Qualification: Bachelor's degree in Commerce/ Accountancy/ Finance with minimum 50% aggregate marks or equivalent CGPA from a Government-recognized University.
Desirable	<ol style="list-style-type: none"> <li>1. Work experience in accounting, finance operations, Stores/Inventory Operations or office administration in an academic, startup, or nonprofit organization.</li> <li>2. Proficiency in Tally ERP, MS Excel, and Public Financial Management System (PFMS) related operations shall be an added value to the qualification.</li> <li>3. Experience in bookkeeping, vouchers, bill processing, and bank reconciliations.</li> <li>4. Understanding of TDS, GST, and statutory compliance for private/public funded organizations.</li> <li>5. Ability to maintain records of petty cash, advance settlements, and vendor payments.</li> <li>6. Attention to detail in data entry and financial documentation.</li> <li>7. Working knowledge of MS Office, Google Workspace, and basic communication tools.</li> <li>8. Good communication skills in Hindi and English (written and verbal).</li> </ol>
Remuneration	₹ 2.70 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 <b>one year</b> , which may be <b>extended based on performance</b> and subject to continuation of the program.
Date and reporting time for interview	<b>Thursday, August 28, 2025</b> 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 **Office Assistant (Accounts)** will report to the Finance Officer/ Head/ CEO and will play a key supporting role in financial operations and compliance processes. Responsibilities include but are not limited to:

1. **Accounts Maintenance:** Assisting in maintaining day-to-day books of accounts using **Tally ERP** and other financial tools as per organizational policies.
2. **Voucher & Payment Processing:** Ensuring accurate preparation, verification, and documentation of bills, vouchers, and payment requests for vendors and stakeholders.
3. **Reconciliation:** Managing timely **bank reconciliations**, journal entries, and resolving discrepancies.
4. **Budget & Compliance Support:** Assisting in preparation of cash flow statements, budget monitoring, utilization reports, and basic tax/statutory compliance under **TDS, GST**, etc.
5. **File & Documentation Management:** Properly filing and updating financial records, invoices, receipts, and other supporting documentation for audit and transparency purposes.
6. **Stores/Inventory Management:** Management of AIC π-Hub Stores and proper maintenance of inventories.
7. **PFMS/Data Entry Work:** Supporting online accounting work related to government-linked PFMS portals and scheme-based disbursement records.
8. **Administrative Support:** Coordinating with vendors, internal teams, and external auditors for document submission, clarifications, and follow-ups.
9. **Other Duties:** Any other finance or office-related task assigned by the management team from time to time.

## Selection Process:

- a) All applications will be screened for eligibility. Shortlisted candidates will be invited for a personal interview (in-person or virtual) with original documents.
- b) No TA/DA will be provided for attending the interview.
- c) Final selection will be based on recommendations of the Selection Committee and approval from the competent authority.

## Please note that:

- This is not a Government appointment.
- AIC π-Hub is a self-financed Section 8 Company, and the position is purely contractual.
- Engagement does not confer any claim to regular appointment at AIC π-Hub or any affiliated institution.
- Applications with over qualification or unrelated qualification shall not be considered.