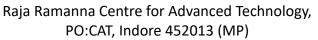


## **AIC RRCAT PI-HUB FOUNDATION**

A Section-8 Company promoted by the Department of Atomic Energy, Govt. of India





Date: Aug 13, 2025

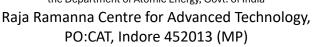
## **Advertisement for the Position of Office Assistant (Accounts)**

AIC  $\pi$ -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	Work experience in accounting, finance operations, Stores/Inventory Operations or office administration in an academic, startup, or nonprofit organization.
	2. Proficiency in Tally ERP, MS Excel, and Public Financial Management System (PFMS) related operations shall be an added value to the qualification.
	3. Experience in bookkeeping, vouchers, bill processing, and bank reconciliations.
	4. Understanding of TDS, GST, and statutory compliance for private/public funded organizations.
	5. Ability to maintain records of petty cash, advance settlements, and vendor payments.
	6. Attention to detail in data entry and financial documentation.
	7. Working knowledge of MS Office, Google Workspace, and basic communication tools.
	8. Good communication skills in Hindi and English (written and verbal).
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	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.

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#### **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  $\pi$ -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.