

Designation	Number of Post	Eligibility Criteria
1. Administrator (IT&HR)	1 (Open)	<p>Educational Qualification: Bachelor Degree in science stream with minimum 55% in any Recognized University in India with 3 years Diploma in Information Technology/ Computer Science/ Computer Engineering from recognized board/university. Or Master Degree in Science/Management/Humanities with minimum 55% in any recognized University in India and PGDCA</p> <p>Experience: 4 years' experience as an executive assistant in the central/state government/autonomous bodies/ universities after the qualifying degree Or 2 years' experience as executive assistant position in central/state government/autonomous bodies/universities after the qualifying degree</p> <p>Desirable: -</p> <ul style="list-style-type: none"> • Experience of working in national mission/national projects from govt. funding agencies • Experience of organizing scrutiny/review/monitoring meetings • Experience of Liaisoning with govt. funding agencies (Science and Technology) • Management of large data (Power BI, Tableau and Power Query etc.) • Well versed in MS-Office (Word, Excel and Power Point) • Knowledge of SE/UC and techno-financial documents evaluation • Experience in IT Assistance (LAN, Website maintenance, familiarity with online meeting platforms and troubleshooting) in an office with 30+ systems <p>Job Duties/ Responsibilities: -</p> <ul style="list-style-type: none"> • Providing administrative and technical support to CEO in day to day activities • IT/website related support • Maintain calendar of appointments and arrange the travel plans • Coordinate with the external and internal stakeholders • Preparation of PPT/ desired documents for the meetings • Internal IT/website support • Asset Management (both Soft & Hard Assets) of the incubation Centre • Facility Management: Incubation Facility Management, such as Office & Co-working spaces, etc. • Establishing coordination amongst departments in the office & University • Responsible for Inventory Management (assets and stocks) • Start-up Dashboard Management • IT & Admin related jobs <p>Any other tasks assigned by the CEO from time to time.</p> <p>Age limit: 35</p> <p>Salary: 37,000/- Job type: Contractual Location: Delhi</p>

<p>2. Accounts Officer</p>	<p>1 (Open)</p>	<p>Educational Qualification: Master Degree in Commerce with minimum 60 % in any Recognized University in India.</p> <p>Experience: 5 years' experience in the central/state government/autonomous bodies/ universities after the qualifying degree in the area of finance and accounting.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of handling finance and accounts in national mission/national projects from govt. funding agencies • Working experience in incubators/accelerators <p>Job Duties/ Responsibilities:</p> <ul style="list-style-type: none"> • Knowledge of rules and regulations of Section 8 Company. • A Good understanding of Government Accounting Structure and GFR for handling finances of the company • Generating monthly financial compliance/service and management reports. • The manager will be responsible for budgeting, fund planning and coordinating the implementation of projects and activities of incubation centre. • Responsible for coordinating with the CA and CS of the company. • Handling work related to Government portals of PFMS, GeM, etc. • Handling the banking and finances of the incubation center • Good knowledge of Management of seed and VC fund. • Should be well versed with payroll management and labor compliance. • Should have knowledge of bank reconciliation. • Should be excellent in Accounting, Bookkeeping (Daybook, Cash book, vouchers etc.) • Should have good command over Tally accounting software. • Should have working knowledge of preparation of data for TDS returns. • Should have excellent knowledge of MS Office. • Should be able to draft financial statements as per applicable accounting standards, Income Tax rules and other provisions of Companies Act 2013. • Should be able to process invoices, handle petty cash and other accounting records. <p>Any other tasks assigned by the CEO from time to time.</p> <p>Age limit: 30 which can be relaxed for outstanding candidates</p> <p>Salary: 37,000/-</p> <p>Job type: Contractual Location: Delhi</p>
-----------------------------------	-----------------	---

<p>3. Junior Manager (Incubation)</p>	<p>1 (Open)</p>	<p>Educational Qualification: Master Degree in science/engineering/technology/management/Innovation and entrepreneurship stream with minimum 60 % in any Recognized University in India.</p> <p>Experience: 3 to 4 years' experience in the central/state government/autonomous bodies/ universities after the qualifying degree in the area of research, management, Incubation and administration.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in national mission/national projects from govt. funding agencies • Experience of organizing scientific/technical meetings • Experience of Liaisoning with govt. funding agencies (Science and Technology) • Working experience in incubators/accelerators <p>Job Duties/ Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for administrative, operative functions and coordinate the implementation of projects and activities • Will be involved in administrative and other activities which require additional involvement • Assist the CEO/Incubation manager in preparing various reports, as and when required • Assist startups in the areas of strategy, business plan development, market analysis, company registrations & define deliverables, their timelines and monitor progress of the startups • Creations of plans for promotion to attract the best startups and design, execute, support & implement outreach programs, events & training activities • Preparation of all required reports and maintain a comprehensive set of records on all incubatees/ startups, their activities, and staff (day-to-day services) involvement for the facility • Event Management and public relation <p>Any other tasks assigned by the CEO from time to time.</p> <p>Age limit: 30 (which may be relaxed for outstanding candidates)</p> <p>Salary: 40,000/-</p> <p>Job type: Contractual Location: Delhi</p>
--	-----------------	--

<p>4. Jr. Manager (Media & Outreach)</p>	<p>1 (Open)</p>	<p>Educational Qualification: Master Degree in Communication/English/Advertising with minimum 60 % in any Recognized University in India.</p> <p>Experience: 3 to 4 years' experience in the central/state government/autonomous bodies/ universities after the qualifying degree in the area of social media, outreach and public relation</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of handling social media and outreach activities in national mission/national projects from govt. funding agencies • Working experience in govt. labs/universities/incubators/accelerators <p>Job Duties/ Responsibilities:</p> <ul style="list-style-type: none"> • Scaling, improving and handling the Centre's existing website, social media handles and online presence • Creating a calendar of events which includes mentor sessions, outreach events, workshops, boot camps, investor sessions, hackathons, maker events and so on • Creating a pipeline of good startups for incubation programs via conducting various outreach activities and events • Organizing mentorship programs and other sessions for startups. • Assisting in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives • Closely monitoring the upcoming government schemes and programmes for the startups associated with the incubation center. • Maintain relationships with relevant industry publications. Act as the main point of contact for the press and coach Centre staff during interviews • Fetching sponsorships and collaborations for outreach activities. • Define key factors to be engaged, specific messages to be utilized in targeting, channels to be used and activities to be conducted as part of outreach. • Managing social media platforms (Facebook, Twitter and other platforms) in consultation with CEO/Incubation Manager. <p>Any other tasks assigned by the CEO from time to time.</p> <p>Age limit:30</p> <p>Salary: 50,000/-</p> <p>Job type: Contractual Location : Delhi</p>
---	-----------------	---

<p>5. Support Staff (Clerical & Supervisory – Highly Skilled)</p>	<p>1 (open)</p>	<p>Job Duties/ Responsibilities: -</p> <ul style="list-style-type: none"> ● Manage scheduling for company executive(s) ● Draft, review and send communications on behalf of company executive(s) ● Organize and prepare for meetings, including gathering documents and attending to logistics of meetings ● Answer and respond to phone calls, communicate messages and information to the executive ● Prioritize emails and respond when necessary ● Coordinate travel arrangements ● Maintain various records and documents for company executive(s) ● Act as the point of contact among executives, employees, clients and other external partners ● Manage information flow in a timely and accurate manner ● Manage executives’ calendars and set up meetings ● Make travel and accommodation arrangements ● Rack daily expenses and prepare weekly, monthly or quarterly reports ● Oversee the performance of other clerical staff ● Act as an office manager by keeping up with office supply inventory ● Format information for internal and external communication – memos, emails, presentations, reports ● Take minutes during meetings ● Screen and direct phone calls and distribute correspondence ● Organize and maintain the office filing system <p>Any other tasks assigned by the CEO from time to time.</p> <p>Type of Hiring: Clerical and Supervisory staff (as per Delhi Wage Act) Qualification: Graduate & above Salary: INR 22,146.00/- (as per Delhi Wage Act) Job type: Contractual Location: Delhi</p>
--	-----------------	--

6. Support Staff (Un Skilled)	1 (open)	Roles: <ul style="list-style-type: none">• Takes care of the support activities at the organization, like managing hospitality, pantry, cleaning and other things• A multi tasker who supports AIC to Startups and co working space users Type of Hiring: As per Delhi Wage Act Qualification: Un Skilled Salary: INR 16,792.00/- (as per Delhi Wage Act) Job type: Contractual Location: Delhi
--	----------	--

Date of Advertisement: 10th January 2023

Last date of Application: 25th January 2023

Link to apply: <https://forms.gle/GVd5NGYnggmYSn536>