



1st Phase - Recruitment for Greenovator Incubation Foundation Under DST Support of Establishment of i-TBI (NIDHI Scheme) at NIT Srinagar

IIED centre, NIT Srinagar in association with Department of Science and Technology (DST), Government of India, has established a NIDHI-TBI (Technology Business Incubator) named GIF (Greenovator Incubation Foundation). Greenovator Incubation Foundation (GIF) National Institute of Technology is a not-for-profit Company registered under Section 8 of the Companies Act, 2013. GIF Incubation Centre has been set up with the objective of supporting innovative startup enterprises in UT of J&K and other parts of the country. It is located at the National Institute of Technology Hazratbal Srinagar, J&K 190006. It aims to promote startup and entrepreneurial activity on NIT Srinagar campus and commercialization of R&D efforts across all disciplines of Engineering and Technology including Energy, Environment, Agriculture, and Manufacturing. It also extensively undertakes preincubation activities for innovators of the region under MoMSME incubation and design expertise schemes. It also envisions developing incubation activities in other sectors in coming years with support from various government/semi government and private entities.

The following posts are required to be filled at GIF under TBI:

- 1. Office Assistant / Data Entry Operator**
- 2. Accounts Officer**

Applications are invited from eligible candidates (citizens of India) for filling up the vacancies of Office Assistant/ Data Entry Operator and Accounts Officer for the GIF, NIT Srinagar.

1 OFFICE ASSISTANT (DATA ENTRY OPERATOR)

1.1(a) Role

We are seeking a detail-oriented and tech-savvy individual to join our team as an Office Assistant (Data Entry Operator) at our Technical Business Incubator. As an Office Assistant, you will play a vital role in ensuring efficient office management, accurate record keeping, and providing ICT support, besides other routine office work. Your primary responsibility will be to handle data entry tasks, maintain records, and provide general administrative support to ensure the smooth operation of our incubator.

1.1(b) Reporting Structure

The Office Assistant (Data Entry Operator) of GIF at NIT Srinagar will report directly to the CEO of GIF NIT Srinagar.

1.2 Functions

1. Data Entry: Accurately enter and update data into our databases, spreadsheets, and other digital tools. Ensure data integrity, completeness, and confidentiality.
2. Record Keeping: Maintain and organize various records, including startup profiles, contact information, financial documents, and other relevant files. Create and update filing systems for easy access and retrieval.
3. Office Management: Assist in managing the day-to-day operations of the office, including answering phone calls, scheduling appointments, managing calendars, handling mail, and coordinating meetings and events.
4. ICT Support: Provide basic technical support to incubator users, including troubleshooting common computer and software issues, assisting with setting up equipment, and ensuring the smooth functioning of ICT infrastructure.
5. Administrative Support: Assist in preparing reports, presentations, and other documentation as required. Support the team in handling general administrative tasks such as photocopying, scanning, and filing documents.
6. Communication: Maintain effective communication with incubator stakeholders, startup founders, and other team members. Respond to inquiries promptly and professionally via email, phone, or in-person interactions.

Collaboration: Collaborate with other team members to ensure seamless coordination and support for startup activities, events, and initiatives. Participate in team meetings and contribute to the overall success of the incubator.

1.3 Eligibility Criteria

- Bachelor's degree in any stream with certification course or training in office administration, data entry, or ICT support.
- Proven experience in data entry, office management, or a related administrative role.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint) and other data entry software.
- Strong attention to detail and accuracy in data entry and record keeping.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Basic knowledge of ICT systems, troubleshooting, and software installation.
- Ability to work independently and as part of a team, with a proactive and self-motivated approach.
- Applicants should be self-motivated and demonstrate a willingness to learn and operate both existing and new equipment and machines utilized by the start-ups at Greenovator Incubation Foundation (GIF)

Last Date of submitting a detailed CV with all relevant documents/credentials for Office Assistant/ Data Entry Operator shall be 3rd September 2023 before 10 PM. The details must be emailed at : gif.info@nitsri.ac.in

Note: The job description is provided as an example for the Office Assistant position at a Technical Business Incubator. The specific duties and requirements may vary based on the organization's needs and preferences.

2 ACCOUNTS OFFICER

2.1(a) Role

The Technical Business Incubator GIF at NIT Srinagar is seeking a highly skilled and motivated Accounts Officer to join our team. As GIF Accounts Officer, you will be responsible for managing all the financial aspects of the organization, ensuring accurate and timely recording of financial transactions, and maintaining proper cash flows. You will play a crucial role in supporting the financial operations of GIF and ensuring compliance with relevant accounting standards and regulations.

2.1(b) Reporting Structure

The GIF Accounts Officer of GIF at NIT Srinagar will report directly to the CEO of GIF NIT Srinagar. The GIF Accounts Officer will collaborate closely with the CEO to ensure financial transparency, provide accurate financial information, and support strategic decision-making processes.

2.2 Functions

1. **Manage Accounts:** Handle all aspects of the accounting function for GIF & its Incubated Startups, including accounts receivable, accounts payable, general ledger, and bank reconciliations.
2. **Financial Records:** Maintain accurate financial records and ensure that all financial transactions are properly recorded, categorized, and documented for GIF & all of its Incubated Startups.
3. **Cash Flow Management:** Monitor cash flows, prepare cash flow projections, and implement strategies to optimize cash flow management.
4. **Budgeting and Forecasting:** Assist in the preparation of annual budgets and financial forecasts, providing financial analysis and recommendations to management.
5. **Financial Reporting:** Prepare and analyze financial statements, including profit and loss statements, balance sheets, and cash flow statements.
6. **Compliance:** Ensure compliance with relevant accounting standards, tax regulations, and legal requirements. Keep up-to-date with changes in financial regulations and ensure timely implementation.
7. **Management Information Systems:** Utilize appropriate accounting software systems, such as Tally, to accurately record financial transactions and generate relevant reports for GIF & GIF Incubated Startups.
8. **Audit Support:** Coordinate with external auditors during annual audits and assist in providing necessary documentation and information.
9. **Financial Analysis:** Conduct financial analysis to identify trends, variances, and opportunities for cost savings or revenue generation.

10. Documentation and Record Keeping: Maintain organized and up-to-date financial files, records, and documentation, ensuring confidentiality and security for GIF & GIF Incubated Startups.
11. Collaborative Team Player: Collaborate with other team members to ensure smooth financial operations, provide support, and contribute to the overall success of GIF.

2.3 Eligibility Criteria

- Bachelor's degree in Accounting, Finance, or related field. A master's degree or professional certification (e.g., CA, CPA) would be an added advantage.
- Proven experience as Accounts Officer or similar role, preferably in a business incubator or similar organization.
- Strong knowledge of accounting principles, practices, and procedures.
- Proficiency in using accounting software systems such as Tally or similar.
- Excellent analytical and problem-solving skills with a keen attention to detail.
- Good understanding of financial statements, budgeting, and financial forecasting.
- Knowledge of tax regulations and compliance requirements of GIF & its Incubated Startups
- Strong communication and interpersonal skills to effectively collaborate with team members, stakeholders, and external auditors.
- Ability to work independently, manages multiple priorities, and meets deadlines.

Note: The job description is provided as an example for the Office Assistant position at a Technical Business Incubator. The specific duties and requirements may vary based on the organization's needs and preferences.

Last Date of submitting a detailed CV with all relevant documents/credentials for Account Officer shall be 3rd September 2023 before 10 PM. The details must be emailed at: gif.info@nitsri.ac.in

We invite applicants to join our dynamic team at Technical Business Incubator GIF, NIT Srinagar (Hazratbal, J&K) and contribute to the growth and success of innovative startups in the region.