

a-IDEA
Association for Innovation Development of Entrepreneurship in Agriculture
Technology Business Incubator
ICAR- NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT
Rajendranagar, Hyderabad, Telangana - 500 030.

Job Description for Admin Assistant

a-IDEA, the Technology Business Incubator of NAARM requires Admin Assistant on contractual basis to look after the all Incubator programs such as Admin coordination, Account management, updating of financial records & book keeping. The duration of the contractual engagement is co terminus with the project.

Qualification and Experience

- a) **Essential:** B.com 1st Division from recognized Universities in India.
- b) **Preferable:** The applicants should be qualified M.com 1st Division or M.B.A 1st Division with specialization in Finance. Working experience of minimum one year and above in the field of Accounts and admin, with age not exceeding 30 years. Preferably the candidate should have prior experience in working for the incubators/ Govt. /Semi Govt. Sector, Public sector institution. The candidate should have good communication skills, with knowledge of MS office and accounting software's and PFMS procedures.

Job description:

Reporting to COO, the candidate is required to handle:

- Support to the Finance and Admin for the issues related to accounts, book keeping and financial management.
- Managing the day to day financial related coordination's.

Consolidated emoluments:

Rs. 14,000/ - per month.

How to apply:

- Interested candidates may walk in for the **Interview on 28th February, 2020, Friday at 9:15 am** at a-IDEA, Center for Agri Innovation Building, ICAR-NAARM, Rajendranagar, Hyderabad-500 030, Telangana State. Candidates will not be allowed after 10:15am for Interview. No TA/ DA charges will be paid for attending interviews.
- Kindly carry your latest resume, passport size photo and original educational certificates along with photocopies.

a-IDEA, NAARM-TBI reserves the right to fill or not to fill the post mentioned above without assigning any reasons.

Chief Executive Officer