

CALL FOR APPLICATIONS

Applications invited for the position of Finance and Accounts Assistant on contract basis for TBI NIT Calicut

App.No:TBI/F&A-2018-1

22November, 2018

1. About TBI NIT Calicut

National Institute of Technology Calicut has set up a Technology Business Incubator (TBI-NITC) in 2003-04 with the support of National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science and Technology, Govt. of India to incubate startup industries in IT and Electronics. TBI is registered as a society under the society's registration Act XXI of 1860 on 16 Sep 2009. In the year 2016, TBI NITC was selected as one of the TBIs under the Startup India scheme and was further provided funding for incubating ventures in the field of Agriculture, Biotechnology, NANO Technology and Renewable Energy. TBI is governed by the Board of Governors as per DST norms with Director, NIT Calicut as the Chairman.

2. Job Description

We are looking for a highly motivated team player who will have the responsibility of implementing incubation, outreach and administrative strategies for TBI NITC. The following are the responsibilities expected in this role:

- Monitoring the funds utilization and reporting to the manager/General Manager
- Matters related to release and repayments of seed fund
- Making bills and following up of payments from incubatees
- Keeping track of the expenses and income of TBI
- Preparing the accounts and trial balance
- Arranging for auditing
- Any other work assigned by the manager/General Manager

3. Essential Qualifications

- a. A graduate degree in Commerce
- b. Familiarity in working with Tally or similar accounting software

Essential Traits and Skills:

1. Ability to coordinate and organize office activities
2. Interpersonal and communication skills

Experience: 3 years of work experience in Accounting job

4. Desired Skills

1. Strong experience of working in teams, managing tasks and handling administration processes
2. Awareness of the accounting system in public/government Institutes

5. Number of posts, Remuneration, Nature of Appointment and Age Limit

Number of post: One (contract basis) This position is temporary on contract basis and will have a consolidated monthly remuneration of Rs. 20,000 (Rupees twenty thousand only) without any other allowances. It is a full-time contractual position for eleven months which may be extended based on performance as per the decision of BOG of TBI. Maximum age as on 01.01.2019 should not be more than 50 years.

6. Work Hours

Normal work hours are 9 AM to 5.30 PM (Monday to Friday). However, typical activities/events organized by TBI NITC run into late evenings and/or holidays/weekends. The role demands working extra hours and on call availability.

7. Application Process

Interested candidates can download the application form using “Application form” link given below. Scanned copy of the filled and the duly signed form and the certificates for qualification and experience may be sent to tbi@nitc.ac.in

Deadline for application is **10 December 2018, 5:00 pm.**

For any queries, email us at: tbi@nitc.ac.in

8. General Instructions:

1. Only shortlisted candidates will be contacted/informed **through email/phone only** for attending the interview.
2. TBI NITC reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. TBI NITC also reserves the right to place a limit on the total number of candidates to be called for written test and interviews. The decision of TBI NITC in this regard will be final.

3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.

4. TBI NITC can verify the antecedents or documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.

5. If it is found at a later date that any information given in the application is incorrect/false the candidature/ appointment is liable to be cancelled/terminated.

Chairman TBI

[Application form](#)