

**IIM Lucknow Enterprise Incubation Centre**  
**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW**

*NOIDA Campus @B1, Institutional Area, Sector 62, NOIDA- 201307*

**VACANCY NOTIFICATION**

**(CALL FOR APPLICATIONS)**

**Subject – Recruitment for the position of Assistant Manager-Accounts cum Admin for IIML- EIC:**

IIML-EIC is hosted by IIM Lucknow supported by NSTEBD, DST, GOI and UP Government.

IIML- EIC invites applications from the interested and eligible candidates for the selection of one position of **Assistant Manager- Accounts cum Admin** initially for a period of 1 year contract, further extendable as per the need and policy of the IIML- EIC.

The details are as follows-

**Post- Assistant Manager-Accounts cum Admin**

The candidate having familiarity and understanding of Accounts and Administrative matters in Government Organizations / Institutes and having knowledge of General Financial Rules (GFR), Public Financial Management System, statutory compliance of a Section 8 company will be preferred.

***Job Description & Key Responsibilities***

- Handle and maintain all records related to finance, purchase, administration and statutory compliance matters of the organization
- Assist in maintenance of Accounts / Day to Day Accounting of income and expenses, updation of records in Tally.
- Coordinate with team for expense claim/reimbursement as per the company policy
- Preparing & providing Invoices to incubatees, PSUs & others
- Assist in financial statements, utilization certificate, support for audit, and management of all statutory compliance.
- Facilitate purchase requirements, administrative procedures and manage inventory as required
- End-to-End vendor management- Negotiation with vendors, issuing purchase orders, and acknowledging receipts of goods & services followed by timely bill payments to the vendors
- Manage day-to-day operations of the office, ensuring smooth functioning of all departments.
- Provide administrative and operations support for the activities of the Incubator
- Plan and execute events for the incubators while maintaining records of all expenditure.
- Plan and execute any other administrative and operational activity.

***Skills & Knowledge Requirements:***

- Bachelor's / Master's Degree in Commerce / Finance Management with minimum 2 years of post-qualification experience in Accounts cum Administration.
- Strong experience in invoicing, Tally, accounts receivable/payable, GST, PF & TDS Compliance.

### ***Compensation:***

In the scale of total remuneration between INR 30,000-40,000 (all-inclusive) with break up available with incubator as per IIML- EIC's policy. Additionally, medical insurance, mobile reimbursement and other benefits for the executive as per policy of the Incubator.

### **General Conditions**

- Submit your application using the below link:
  - LINK: [CLICK HERE](#)
- Last date of submitting online application is 10<sup>th</sup> October, 2024 before 5:30 PM
- All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
- The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of the interviews. They should also bring all testimonial in original for verification purpose.
- There will be multiple rounds of interviews as deemed appropriate by the management.
- No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
- Initial appointment will be for 1 year on contract renewable further subject to satisfactory performance of the incumbent and need of the IIML-EIC.
- The compensation will be decided out depending on qualification, experience, last drawn salary and relevant factors.
- Candidates are advised to visit the website of IIM Lucknow ([www.iiml.ac.in](http://www.iiml.ac.in))/ ([www.iimlincubator.com](http://www.iimlincubator.com)) regularly for updation, amendments and corrigenda (if any). It will be placed on Institute website only.
- IIML-EIC reserves the right not to fill the above position, if it desires so.
- Canvassing in any form will be a disqualification.

**MD, IIML- EIC**  
**Indian Institute of Management- Noida Campus B-1, Institutional Area,**  
**Sector-62, Noida**