



**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 assist and coordinate in Administration and financial operations. The duration of the contractual engagement is for a period of 2 years and co terminus with the project.

### **Qualification and Experience**

Essential: B.com from reputed institutions in India.

Desirable: M.com with working experience of 1 year in the field of Accounts and administration. Preference for the candidates who have prior experience in working for the incubators. The candidate should have good communication skills, with knowledge of Tally, MS office and PFMS procedures.

### **Job description:**

Reporting to CEO, the candidate is required to handle:

Assisting the Financial operations related to accounts, book keeping and updating of financial records, preparation of statement of expenditure w.r.t different projects under a- IDEA, NAARM TBI.

Assisting and coordinating in Admin work viz., maintaining of files, documentation and assisting in day to day operations.

### **Consolidated emoluments:**

A consolidated remuneration of Rs. 18,000/- Per month.

### **How to apply:**

Interested candidates may apply for the said post by sending the filled application form (Enclosed) with detailed CV to [careers.aidea@naarm.in](mailto:careers.aidea@naarm.in) before 4<sup>th</sup> August 2021 by 5.00 PM.

Candidates are requested to put all required attachments in one file and convert it into PDF and send the same.

**Chief Executive Officer**

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