

J O B O P P O R T U N I T I E S

The AUD Centre for Incubation, Innovation and Entrepreneurship has been set-up by AUD, as a not-for-profit Company under Section 8 of the Companies Act 2013.

ACIIE aims to create a vibrant culture of Social Entrepreneurship at AUD and provide support to members of its community in conceiving and realizing real-life entrepreneurial projects around the existing disciplines.

ACIIE is inviting applications from interested candidates for the following positions:

1. Administrative cum Accounts Manager

Job Profile

To ensure efficient execution of all matters related to administration and accounts of the Company.

The incumbent will assist the Executive Director in day-to-day functioning of ACIIE, concerning coordination of activities of the Centre, interfacing with AUD and external agencies/ institutions, managing logistics, maintenance of official correspondence and records as well as making purchases, procurements, and payments on behalf of the Centre and managing matters related to accounts and audit and any other responsibilities as assigned from time to time.

Essential Qualification & Experience

- i. Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale.
- ii. At least three years of relevant experience in administration and accounts in a Govt. Department or a University or Educational or Research Institution or similar corporate experience in a reputed private organization along with proven administrative capabilities.

Desirable Qualification & Experience

- i. MBA or CA/ICWA/CS or equivalent qualification
- ii. Knowledge of Govt. Rules and Office Procedures

Engagement & Remuneration

The incumbent will be engaged on a contractual basis on a consolidated remuneration of Rs. 40,000/- to Rs. 60,000/- per month, depending on competence and experience.

2. Multi-Tasking Staff

Work Profile

To ensure general cleanliness and upkeep of the Centre's premises and making arrangements with regards to routine office work and activities of ACIIE.

The incumbent will assist in all matters as assigned from time to time.

Essential Qualification

Certificate of Senior Secondary School Examination

Engagement & Remuneration

The incumbent will be engaged on a contractual basis on a consolidated remuneration of Rs. 12,000/- to Rs. 15,000/- per month, depending on competence and experience.

Applications for the above positions should be sent to the Executive Director, ACIIE by post or email latest by 20th September 2016, at the following address:

Postal Address

AUD Centre for Incubation, Innovation and Entrepreneurship, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi - 110006

Email

ed.aciie@aud.ac.in