



Job Description for Finance Executive

a-IDEA, NAARM-TBI, requires Finance Executive on contractual basis to look after the incubator financial operations. The duration of the contractual engagement is 1 year or co-terminus with the project.

Essential Qualifications:

Bachelors in Commerce with any computer course, having working experience of 3 years.

Desirable Qualifications: The candidate with the following qualifications will be given more preference.

- Experience in Incubation/Govt. organisation.
- Experience in Tally ERP and Ms Office.
- Knowledge of GFR and financial aspects of government grants, Funds and financial support under the incubation centre.
- Knowledge in PFMS/GEM Portal/TDS filing.

Job description:

- Processing of Day to day payment as per the internal procedures.
- Maintenance of all financial records, books of account of all the project
- Preparation of MIS statement
- Preparation of Utilization Certificates for the funding agency.
- Providing fund requirements as and when the management require.
- Co-ordinating with CA in preparation of audit reports.

Consolidate emoluments (per month): Rs.26,000/-

How to apply:

Interested candidates may walk-in for the said post along with resume and certificates on 29th March 2023 as per the time given. No TA and DA will be provided. For any further queries please contact Ms.Latha (8019520657).

Date: 29 March 2023

Time: 10:00 am

Venue: a-IDEA, NAARM-TBI ,Rajendra Nager Hyderabad 500030.



Job Description for Project Assistant

a-IDEA, NAARM-TBI, requires Project Assistant on contractual basis to look after the incubator operations. The duration of the contractual engagement is nine months or co-terminus with the project.

Essential Qualifications:

Any graduate with fluent in Telugu language.

Desirable Qualifications:

Agricultural Graduate/ having work experience with FPO's will be given preference.

Job description:

To assist the Project Manager for organizing the training program for FPOs, field visit and data collection from FPOs.

Consolidate emoluments (per month): Rs.20,000/-

How to apply:

Interested candidates may walk-in for the said post along with resume and certificates on 29th March 2023 as per the time given. No TA and DA will be provided. For any further quires please contact Ms. Latha (8019520657).

Date: 29 March 2023

Time: 02:00 pm

Venue: a-IDEA, NAARM-TBI ,Rajendra Nager Hyderabad 500030.