

**NIFTEM TECHNOLOGY INNOVATION & BUSINESS INCUBATION  
FOUNDATION (NTIBIF)**  
*(A Section 8 Company promoted by NIFTEM-Kundli)*

**VACANCY ADVERTISEMENT**

NTIBIF invites applications from eligible and motivated candidates for the following contractual position:

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**Post: Finance and Admin Officer – 01 Position**

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**About the Role**

The Finance and Admin Officer shall be responsible for managing the financial, accounting, procurement, and administrative functions of NTIBIF, ensuring smooth institutional operations, statutory compliance, and effective utilization of resources.

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**Roles & Responsibilities**

The selected candidate will be responsible for, but not limited to, the following:

- Managing financial, accounting, procurement, and statutory compliance functions (including GST, TDS, Income Tax, etc.) of NTIBIF
- Ensuring efficient utilization of funds and maintenance of accurate financial records
- Preparation of financial statements, reports, budgets, and utilization certificates
- Coordination with auditors and statutory authorities for compliance and audits
- Maintenance of digital and physical databases related to finance and projects
- Maintaining project records, official files, and documentation
- Administrative coordination and liaison with internal departments and external agencies
- Providing administrative support in execution of projects, events, meetings, and institutional activities
- Overseeing routine administrative functions including housekeeping and record management
- Any other duties assigned by the competent authority from time to time

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**Skills & Competencies Required**

- Strong knowledge of financial accounting, budgeting, procurement norms, and statutory compliances
- Experience in project-based accounting.
- Proficiency in accounting software (such as Tally) and MS Office, especially MS Excel
- Ability to maintain accurate and updated digital as well as physical records
- Good organizational, coordination, and liaison skills
- Strong written and verbal communication skills
- Ability to work independently and meet deadlines

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## **Desired Qualification**

- Bachelor's Degree in Commerce / Finance / Accounting / Business Administration / Management from a recognized university
- Professional qualifications such as CA (Inter/Final), CMA (Inter), MBA (Finance), or equivalent will be given preference

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## **Experience**

- Minimum **3–5 years of relevant experience** in finance, accounts, and administrative roles
- Experience in Public/Private Sector.
- Experience in handling project/grant/CSR-funded accounts, audits, and financial reporting etc.
- Proven experience in statutory compliances (GST, TDS, PF, ESI, etc.)
- Prior exposure to administrative coordination and institutional documentation

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## **Nature of Appointment**

- **Type:** Contractual
- **Salary:** ₹70,000/- per month
- Annual increment and renewal as per NTIBIF policy, subject to satisfactory performance

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## **How to Apply**

Interested candidates may submit applications through the following Google form link latest by **20<sup>th</sup> February 2025:** <https://forms.gle/qLQAZTaHyEcc6uNq8>

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## **General Instructions**

- Only shortlisted candidates will be called for interview
- NTIBIF reserves the right to modify/cancel the recruitment process at any stage
- The position is purely contractual in nature and does not confer any right to permanent employment

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## **CEO, NTIBIF**

NIFTEM Campus, Kundli, Sonipat  
Haryana – 131028