

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:

Post: Finance and Admin Officer – 01 Position

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.

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

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

Nature of Appointment

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

How to Apply

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

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

CEO, NTIBIF

NIFTEM Campus, Kundli, Sonipat
Haryana – 131028