



AVISHKARAN

FOUNDATION FOR PHARMA INNOVATION

A BioNEST Incubator Supported by Biotechnology Industry
Research Assistance Council and National Institute of
Pharmaceutical Education & Research, Hyderabad



Employment Notification

Applications are invited from eligible and suitable Indian Nationals for NIPER Hyderabad for the post of **Accountant-Cum-Administrative Assistant** purely on a **contractual basis**.

The post is temporary and co-terminus with the project. Essential qualifications and Upper Age Limit are mentioned below.

Reservation will be applicable as per GoI norms. No TA/DA will be paid if called for an interview.

Note: Interested candidates are requested to forward their CV/ Resume with relevant supporting documents (in .ZIP or.zip format) to info@avishkaran.org

Last date of Application 05/09/2024 (up to 6.00 pm)

Tentative date of Interview: Sep 6, 2024 (In person)

1.	Designation of the Post	Accountant-Cum-Administrative Assistant – Avishkaran, NIPER- Hyderabad
	Salary	Rs. 35,000/- per month
	Nature of Vacancy	Temporary
	Qualifications Required	
	(a) Essential	Bachelor’s degree (preferably in Finance/ Accounting) Good knowledge of the finances and accounts sector. Strong MS Office skills
(b) Desirable	<ul style="list-style-type: none"> i) Post-graduation in Accounting (or equivalent work experience). ii) Ability to work independently/ and in a team-oriented environment. iii) 0-2 years of relevant experience iv) Ability to favourably represent the company image to startups. 	



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	<p>(c) Age limit</p>	<p>The candidate must not exceed 35 years on the last date of application.</p> <p>Age may be relaxed for experienced and well-qualified candidates.</p>
	<p>(d) Job Description</p>	<p>The Accountant-Cum-Administrative Assistant will be entrusted with the following responsibilities:</p> <ul style="list-style-type: none"> i. Function as an administrative person for the BioNest program of NIPER-Hyderabad. The position will directly report to COO, BioNEST, NIPER-Hyderabad and PI- BioNEST, NIPER-Hyderabad. ii. Accounts payable includes processing invoices, following up with vendors, and resolving discrepancies in a firm manner. iii. Accounts receivable, including processing payments, producing statements of accounts, collections on overdue accounts, and account reconciliation when required. iv. Analyse financial statements, Banking, and Processing bank deposits, including trips to banks. All associated finance entries. v. Processing employee expense reports, verifying expenses are within the company guidelines, correcting errors, questioning abnormal expenses, and entering into the finance system. vi. Invoice and receipts creation and distribution when required. vii. Filing and records retention. viii. Assisting with monthly and year-end tasks. ix. Reception and administrative support. x. Assist with Special projects as required.
	<p>(e) Selection Process</p>	<p>Through Interview and Personal Interaction by a duly constituted Selection Committee.</p>



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Please send the applications to info@avishkaran.org Last date of receipt of Applications: Sep 03, 2024 (up to 6.00 pm).

Corrigendum, if any, will appear on NIPER-Hyderabad website only.

GENERAL INFORMATION

1. **Salary:** Consolidated salary as mentioned against posts. This appointment is purely contractual and temporary in nature for a period of Eleven months only and same is renewable depending upon the performance and sole discretion of the management. The candidate will have no right to claim for regularization of the post.
2. The maximum age limit and eligibility conditions shall be counted as on date of advertisement. Mere eligibility will not entitle any candidate for being called for interview. The Institute reserves the right to place reasonable limit on the total number of candidates to be called for interview.
3. Institute reserves the right to withdraw advertised post(s) at any time without assigning any reason.
4. Institute also reserves the right to fill or not to fill any post(s) and its decision in this regard shall be final.
5. The competent authority may relax experience and age for exceptionally meritorious candidates.
6. The Institute reserves the right to:
 - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever
 - (c) Increase/decrease the number of posts without giving any reason.
 - (d) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
 - (e) Hold Presentation and/or Interview for selection, whenever circumstances so warrant;
7. The process of selection may include presentation / seminar / test / interview as to be decided by the Selection Committee.
8. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application on the prescribed format along with relevant documents '**Through proper channel**'. However, to save the time, candidate may have sent an advance copy and bring the **NOC** at the time of interview/test.

Based at **NIPER**-Hyderabad, Beside IDPL, BALANAGAR, HYDERABAD, TELANGANA, 500037

Website: www.avishkaran.org , Email: Info@avishkaran.org



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9. Incomplete application or without relevant supporting enclosures to be uploaded on website will be out-rightly rejected.
10. Candidates shall have to produce original testimonials at the time of interview, failing which they will not be allowed to appear in interview.
11. The names, addresses and occupations of three referees must be given in the application form and they should be familiar with your recent work and at least one of them should be your superior.
12. If a candidate is not found suitable for the post for which he/she has applied, his/her candidature may be considered by the competent authority for a lower position.
13. All appointments are purely contractual and temporary in nature and same is renewable depending upon the performance and sole discretion of the institution. The candidate will have no right to claim for his/her regularization of the post.
14. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
15. Director has the discretion to relax eligibility for exceptional candidates.
16. Candidates of only Indian nationality can apply for these posts.
17. No TA/DA will be paid for attending the interview.
18. Guidelines and relating to recruitment rules as per NIPER Act, 1998 and as amended from time to time shall be followed.
