

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, 1st Floor, Plate-B, Office Block-1
East Kidwai Nagar, New Delhi
URL:www.stpinext.in, www.stpi.in



Employment Notice: 04/2025/STPINEXT/EMTEK, Date: 05/11/2025

1. Job Title	Manager (Administration & Accounts)
No. Of Post (s)	1 (One). One for CoE-EmTeK
Nature of appointment	The post is proposed to be filled up purely on contract basis for a period of 3 (three) years or co-terminus with CoE, which will be renewed on performance basis every year. The appointment shall come to end on expiry of the contract period.
Age Limit	Below 40 years as on the date last date of submission of application (relaxation permissible for deserving candidates)
Location	STPI, Fortune Tower, Bhubaneswar
Compensation	Consolidated remuneration Rs. 35,000/- per month (relaxation as per industry standards permissible for deserving candidates).

Educational and other qualifications:

(a) Educational and other qualifications-

MBA (Finance) and/or Graduate in Science/Commerce from a recognized and reputed Institute/University. Professional Certification in CA/ICWA/Inter Qualified is desirable.

(b) Work Experience-

Post Qualification experience of 1-2 years for MBA /3-5-year experience for Graduate of overall experience as Manager in Administration & Accounting with the responsibilities of financial management ranging from simple accounting to broad investment and banking operations and must also have fair knowledge of productivity tools and digital technologies.

Key Skills:

- Understanding of Administration and Accounting landscape.
- Manage internal and external stakeholders effectively.
- Knowledge of Word, Excel, PowerPoint and other productivity tools (Photoshop, CorelDRAW etc.)
- Well versed with the emerging technologies in IT and Computer industry.

Job Description-

Selected candidate shall be part of the Core Team of concerned CoE and would be responsible for the implementation and operations of the CoE. The duties & responsibilities of the selected candidate shall include:

(b) Administrative Responsibilities-

1. Manage day-to-day operations of the centres under leadership of the COO, EmTeK.
2. Hire and manage temporary staff as per requirements.
3. Make administrative arrangements for on boarding of start-ups and visit of dignitaries.

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, 1st Floor, Plate-B, Office Block-1
East Kidwai Nagar, New Delhi
[URL:www.stpinext.in](http://www.stpinext.in), www.stpi.in



4. Make administrative arrangement for conduct of online/ onsite training programme as per the directives of the COO.

(a) Accounting responsibilities-

1. Safe custody/keeping and accounting of funds allocated to the centre.
2. Preparing budgetary estimates and taking approval as per the policy.
3. Ensure tax compliances as per current and prevailing regulatory provisions.
4. Preparing/help start-ups in preparing the balance sheet.
5. Safe custody of bills, invoices & Payment vouchers
6. Handling Business Banking responsibilities of the centre.
7. Preparing/Help start-ups in preparing Financial Projections for the purpose of valuation.
8. Financial analysis and forecasting.
9. Develop vision, strategy and business model to achieve the objectives of the domain specific CoE being established by STPI and implemented by AIC STPI Next Initiatives in consultation with the COO and the Jurisdictional STPI Director of the respective CoE.
10. Work closely with the COO and Jurisdictional STPI Director of respective Co End report to the COO/COE for implementation of financial strategy, review and plan for continuous improvement. Any other job as may be assigned from time to time.

Mode of receiving applications:

Applications shall be invited online, Candidates meeting the above eligibility requirements may fill up the application online at website of the company www.emtek.stpi.in www.stpinext.in or www.stpi.in or <https://bhubaneswar.stpi.in> or <https://emtek.stpi.in>

Selection process:

1. Applications received by the last date will be first screened by a duly constituted '**Screening Committee**'. The candidates meeting the educational & other qualifications and experience, as advertised, may be screened-in by the Committee.
2. The 'screened-in'/candidates will be called for personal interview before the duly constituted '**Selection Committee**' on the scheduled date & time.
3. Selection Committee will recommend the candidate/panel of candidates, in order of merit, for appointment.

General terms & conditions:

1. The selected candidate shall report to Chief Operating Officer (COO) or STPI Jurisdictional Director as decided by the STPI Jurisdictional Director.
2. Canvassing in any form will lead to disqualification. Any candidate found canvassing for his/her candidature, will be summarily disqualified.
3. Experience in the relevant field shall be calculated after attaining the minimum essential qualification(s).
4. Mere submission of application does not entitle candidates to be called for test and/or interview.

AIC STPINEXT INITIATIVES

(A Section 8 Company incorporated by Software Technology Parks of India)
C/o STPI, 1st Floor, Plate-B, Office Block-1
East Kidwai Nagar, New Delhi
[URL:www.stpinext.in](http://www.stpinext.in), www.stpi.in



5. STPI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
6. If any candidate is found ineligible on any ground post his/her appointment in the company, his/her services will be liable to be terminated without assigning any reason thereof.
7. Submission of any false/misleading information, defective or fabricated document etc. by the candidate in the application form would not only lead for rejection of application of the candidate but other legal action, as deem appropriate, may also be taken by the Company against such candidate.
8. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age, academic record and relevant experience.
9. Any litigation will be subject to the jurisdiction of Delhi courts.
10. Contract may be renewed based on performance. Work location can change based on mutual agreement.