

**Recruitment for the post of Assistant Manager (Finance/Admin)**  
**at AIC - NIPER Guwahati Foundation**

**Advt. No: AIC-NIPERG/2025/September/2**

**Date: 01/09/2025**

The Atal Incubation Center (AIC) - NIPER Guwahati Foundation has been set up in the NIPER Guwahati campus at Changsari, North Guwahati, Kamrup as a section 8 not-for-profit company.

The foundation operates a technology business incubator in the NIPER Guwahati campus, with support from the Atal Innovation Mission (AIM), NITI Aayog, Govt. of India. In addition to providing scientific infrastructure and expertise for the innovators, the foundation also provides comprehensive support to the incubatees in all aspects of innovation management and for the creation of successful startups. The activities of the foundation are mainly concentrated in eastern & northeastern India, and strive to develop the entrepreneurial ecosystem in the region via various activities, programs, collaborations, etc.

The Foundation is looking forward to appointing an Assistant Manager(Finance/Admin) to achieve its objectives.

*u. kundu*

The Foundation intends to fill the following position on a contractual basis.

Name of the Position	Qualifications and Experience	Age Limit
(i)	(ii)	(iii)
Assistant Manager (Finance/admin)	<p><b>Essential Qualifications:</b></p> <p><b>1. Educational:</b> Bachelor's degree in Commerce, Finance, Accounting, or Business Administration/ M.Com or MBA (Finance).</p> <p><b>2. Experience:</b></p> <p>a) A minimum of 2 years of experience in a relevant field.</p> <p><b>Desirable Qualifications &amp; Skills</b></p> <p><b>1. Technical Skills:</b></p> <p>a) Proficiency in financial / Accounting software (Tally, Teller, Diamond etc.)</p> <p>b) Advanced Excel and financial modelling</p> <p>c) Familiarity with the PFMS portal</p> <p>d) Awareness of tax laws, and financial regulations</p> <p><b>2. Soft Skills:</b></p> <p>a) Strong analytical thinking and problem-solving</p> <p>b) Good communication and ability to explain financial concepts to non-finance teams</p>	30 - 35 Years*  (as on 1 <sup>st</sup> September 2025)

\* - Age limit is further relaxable for reserved categories as per GoI norms. Age relaxation may be given to exceptionally deserving candidates.

**Salary:** Rs. 35,000/- per month (based on the qualification, experience and performance in the interview).

**HOW TO APPLY:** Interested candidates may apply by emailing the following documents in PDF format to [aic@niperguwahati.in](mailto:aic@niperguwahati.in) by Friday, 26<sup>th</sup> September, 2025 on or before 5:00 PM:

1. Latest CV.

\* - The application deadline may be extended until suitable candidates are found.

*U. Kishor*

**Notes:**

1. This is NOT an appointment in NIPER Guwahati or under any government organization.
2. AIC - NIPER Guwahati Foundation is a self-financed organization, and appointment is purely on a Tenure CONTRACT basis, co-terminus with the project. The engagement will be terminable from either side, with 45 days' notice or salary in lieu of.
3. Applications will be scrutinized, and short-listing will be carried out based on the relevant work experience and knowledge of the relevant domains. Shortlisted candidates shall then be invited for an interview by a Selection Committee appointed by AIC NIPER Guwahati Foundation.
4. The initial offer will be for one year with a probation period of 6 months.
5. The advertisement is also available on the website ([www.niperguwahati.ac.in](http://www.niperguwahati.ac.in))

*El. Khushi*  
03/09/2015  
Coordinator

**AIC NIPER Guwahati Foundation**