

Name of Post	Member Administrative Staff (MAS) MAS (B1) Admin Executive <ul style="list-style-type: none"> - Administration - Finance - Human Resources - Purchase MAS (B2) <ul style="list-style-type: none"> - Senior Assistant MAS (B3) <ul style="list-style-type: none"> - Assistant
Pay Matrix Level	Level- 7 , Level -6 & Level - 5
No of Positions	Level 7 – 04nos (3 UR, 1 OBC) & Level 6 – 01 no (1 UR) , Level -5 - 01no (1OBC)
Place of Posting	Bengaluru
Reservation	Level 7 – 04nos (3 UR, 1 OBC) & Level 6 – 01 no (1 UR) , Level -5 - 01no (1OBC)
Educational Qualification	Level 7 : - Admin Executive (MAS - B1) <ul style="list-style-type: none"> a) Graduate with 50 % marks in any discipline or Postgraduate b) Familiar with computer operations 14 years of working experience in relevant field for graduates and 12 years for Postgraduates. In case of deputation / transfer (absorption) of officers of the Central / State Govt/PSUs/autonomous bodies: <ul style="list-style-type: none"> i) Holding analogous posts on regular basis Or Having 5 years regular service in the level 6 of the Pay Matrix And ii) Possess the qualifications prescribed above.

	<p>Level 6 : - Senior Assistant (MAS - B2)</p> <p>a) Graduate in any discipline b) One year certificate course in computers c) 11 years of working experience in relevant field for graduates or 9 years for postgraduate</p> <p style="text-align: center;">OR</p> <p>Graduate with 50/100 wpm typing / shorthand, familiar with computer operations and with 3 years relevant experience</p> <p>Level 5 : _ Assistant (MAS - B3)</p> <p>a) Graduate in any discipline b) Minimum six months certificate course in computers c) 7 years of working experience in relevant field or 5 years for a Post Graduate</p> <p style="text-align: center;">OR</p> <p>Graduate with 40/80 wpm typing / shorthand and familiar with computer operations</p>
Age	35 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. Of India instructions)
Desired Skill set and Job Profile	<p>Administration:</p> <ul style="list-style-type: none"> • Knowledge of routine Admin work. • Filing, and maintaining records. • Handling incoming and outgoing mails (Electronics & paper Based). • Assist in day-to-day Admin activities. • Noting and drafting, email communications • statutory compliances • Engagement of Outsourced manpower, Vendor Management, liasoning with other Govt. offices • Rules related to services of Contract Manpower, IR, Statutory Benefits etc. <p>Human Resources</p> <ul style="list-style-type: none"> • Should have sound knowledge of various HR functions like Recruitment, Service Rules and Laws. salary, Leave, Attendance, Statutory, Service Book Maintenance, Promotion applicable in Central Government Organizations. • Should have knowledge in ERP system. • To facilitate various HR functions including updation of Leave, Attendance & Identity card Management Personnel record updation, Gratuity, PF and

other statutory compliances.

- Should have excellent written and oral communication.
- Coordination with various stake holders of the centre.
- Coordinating and active involvement in employee engagement activities.
- Should have exposure in Training & Development activities.
- Knowledge of Service-related and establishment matters.
- Preparing various MIS reports.
- Should be good in preparing new HR policies supporting the centre.
- Should have knowledge in dealing legal matters.

Purchase / MMG

- Knowledge of Purchase & stores related Process, Should have experience in the field of Material Management, Knowledge of e-procurement, GeM
- Knowledge of GFR Rules, CVC guidelines, GST and other statutory rules concerned to Public Procurement.
- Knowledge of Customs Clearance rules and guidelines .
- Knowledge of Inventory Management. Should be able to assist in Stores related activities whenever required.

Finance

- Be an Active team member of Finance and Accounts division/Department
- Maintenance of Account as per prescribed procedures and rules.
- Day to-day accounts work, Audit work payment of all taxes with relevant compliances
- Assistance in Budget Preparations
- Assessing the organization's financial performance, managing month & year-end closing & finalization of books of accounts in compliance with accounting standards
- Contributing in financial planning & analysis and structuring & implementing overall commercial plans
- Working with the Project Heads to ensure alignment with strategic goals & objectives.
- Monitoring & controlling cash/fund flow and deposit management with emphasis on reducing costs & improving profitability.
- Performing variance analysis to determine difference between projected & actual results and devising corrective actions.
- Heading payroll preparation including computing statutory deductions that are Provident Fund, Professional Tax, TDS on salaries, and non-Salaries
- EPFO Handling activities are required.
- MIS Reports preparation and handling of MIS reports
- Preparation of GST Invoices and reconciliation of Sundry Debtors/Creditors etc.,
- Building strong rapport & relationships with bankers to obtain discount on

various charges and other services.

- Ensuring timely & accurate taxation compliance involving Income Tax, TDS, GST and other direct / indirect taxation statutes
- Handling Coordinating of Internal, Statutory Audit and knowledge handling of CAG Audit
- Providing support in administration activities of the centre like conservancy, security, and other issues
- Knowledge of GFR, PFMS is must for understanding the working atmosphere.
- Working Knowledge of Tally is desirable.
- Good drafting of letters, Communication and writing skills is must.

The Position is multi-tasking in nature and selected candidate should work in any departments like Administration, Finance, HRD and Purchase.

Product Service Outreach / Business Development for Marketing activities

- Assist in organizing various promotional events and outreach activities Monitor and identify potential events and brand partnership opportunities that align with your organization's objectives.
- Assist in negotiating and closing deals by providing support throughout the process.
- Collaborate with cross-functional teams, including technology teams, to define, drive, and implement enhancements to the consumer experience.
- Provide Proactive ideas and solutions for marketing of various trainings.
- Visit to Industry and build up an industry interface for various training programmes, CEO series, corporate projects, industry visits, etc
- Manage social media handles and assisting with content, coordinating with design team.
- Create and maintain marketing documents, marketing calendars, reports.
- Collect customer feedback, analyse it, and use insights to drive improvements in the overall consumer experience.
- Assist in industry collaborations across different sectors that could enhance student opportunities.
- Analyze various organization and R&D firm portals, job boards, social media market, to understand industry requirements and how organization can cater the requirements.
- To build associations with HR and technical heads of companies in order to find career prospects for students.
- To organize and conduct professional networking events for all partners students, alumni, recruiters, and faculty.
- Monitor social media channels for trending news, ideas and memes, then capitalize on those trends through our social media accounts.
- Perform research into clients' industries and provide actionable tips and

advice for expanding the product/services reach in the digital space Utilize various graphics suite, including Photoshop, Illustrator, and InDesign, to create a wide range of graphic solutions that may include presentations, templates, infographics, newsletters, white papers, logos, brand identity assets websites, e-learning modules, job aids, and print assets.

- Assist with capturing and analyzing social media metrics
- Develop new social media campaigns

Expert in MS Office - Word, Excel, Power Point and command over written and verbal English Communication.