



Advt. No.: AIC-Plasmatech/HR/Recruit/26-27/01

Post Code: 2608-AM-FA

The **AIC – IPR Plasmatech Innovation Foundation** (AIC Plasmatech) is a technology translation company established by IPR as a section 8 company of DAE. AIC Plasmatech is responsible for incubating & accelerating start-ups using technological expertise available with IPR, translate IPR's technologies to higher TRLs and commercialize and transfer the technologies to industries & start-ups. One of the key verticals is incubation & acceleration of deeptech startups. The AIC team, including the CEO and staff, shall be responsible for managing, operating, and growing AIC Plasmatech by leveraging the collective expertise, resources, and capabilities available within the host institution and its associated centres.

Job Title	Associate Manager (Finance & Administration)
Job overview	The Associate Manager (Finance and Administration) will play a key role in managing the Accounts and financial matters as well as oversee the entire administration of the company. This would also include legal compliances, especially related to company law and other matters. The person will also be responsible for preparing papers related to but not limited to incubation, technology transfer etc. with help from the professional experts (CS, CA, Legal etc.) and any such matters as deemed necessary by the competent authority of the company.
Key Responsibilities	Will be an integral part of the organisational ecosystem and will be key resource person for the following activities. 1. Financial operations & accounting a) Organise and maintain financial records, books, ledgers, capital register etc. b) Ensuring that salaries, honorarium, and other such bills are maintained and cleared in a timely manner. c) Budget Preparation and Monitoring, Grant Utilization and reporting, Procurement under GFR 2. Compliance and Filing a) All statutory and regulatory compliances related to accounts, finance, taxation, law etc. to be taken care by the candidate. b) Filing of IT and GST as per government regulations c) Liaison with the statutory auditor and preparation of reports for C&AG d) Liaison with relevant agencies for filing ESIC reports and other such statutory requirements e) Organize Board meetings as mandated and required and prepare relevant documentation related to MCA compliances, RoC filing etc. and any other such work related to company law. 3. Administrative Responsibilities a) Maintaining data of employees (leave, salary etc.) and supervise/execute the disbursement of salaries



	b) Preparing documents for inter-office correspondence to ensure proper flow of information c) Prepare documentation for, but not limited to, incubation, technology transfer etc., with help from concerned experts associated with AIC – IPR. d) Procurement/sourcing & stores related activities Including any other tasks as assigned to the candidate from time-to-time.
Essential qualification	Certified ACS or FCS (having valid Associate/Fellow Membership Certificate issued by ICSI) OR Chartered Accountant (having ACA/COP Certificate issued by ICAI)
Knowledge Requirements	The candidate should ideally have knowledge of: 1. Companies Act & Labour Law 2. GST & Income Tax Act 3. Start-up India Policies 4. DPIIT recognition process 5. CSR regulations
Desired skills	1. Well-versed with MS Office suite and Tally accounting software. 2. Excellent communication, documentation, and stakeholder management skills. 3. Ability to work in a multidisciplinary team and liaise with external firms and government agencies in a timely manner.
Experience ¹	Minimum 2 years of experience, preferably in a similar role. Experience in tech companies/startups/Government-funded organizations / Research Organisations would be an added advantage. Experience criteria may be relaxed in case of exceptional candidates
Nature of engagement	The vacancy is to be filled up purely on a fixed term basis initially for two years; however, it is extendable further subject to satisfactory performance and requirement at the AIC – IPR.
Age limit	Not more than 30 years as of the last date of submission of application
Remuneration	₹ 60,000/- per month (consolidated). Any performance incentives or other perks, if approved by the competent authority shall be paid as applicable in addition to the above remuneration.

¹ Experience will be counted from the date of completion of the qualifying degree examination



NOTE:

1. The advertised positions are for the AIC Plasmatech (a section 8 company) only and NOT for Institute for Plasma Research (IPR). It may be noted that IPR is only facilitating this advertisement and the advertised position is nowhere linked with any position of IPR.
2. The Associate Manager (Finance & Administration) will be reporting to the CEO, AIC Plasmatech and will work with the guidance from CEO and Director/Head, AIC Plasmatech to execute the vision, mission, and goals of operating a world-class incubator & technology translation company.
3. The advertised posts are contractual in nature and subject to the conditions & availability of the grant to be sanctioned by AIM, NITI Aayog. The company may consider renewal of the contract based on performance evaluation.
4. A walk-in Interview has been scheduled for the above position as follows:

Interview Date	: 25-Aug-2026
Reporting Time	: 09:15 to 14:00 hrs
Reporting Venue	: IPR, Bhat, Nr. Indira Bridge, Gandhinagar 382428
5. Candidates willing to attend this interview are requested to bring photocopies of their certificates/documents as required along with the original certificates for verification. Candidates are requested to bring their original Adhaar Card for verification and gate entry purposes.
6. Only Indian nationals are eligible to apply.
7. Age limit restrictions as indicated in the advertisements shall apply.
8. The selected candidate will be paid remuneration as consolidated pay. No other allowances are applicable. A performance based annual increment may be considered based on the review and approval of the Board of Directors or as per the policy.
9. Since the workplace of the AIC Plasmatech staff shall be within IPR premises, all ethical codes of conduct as laid-down by the agreement between IPR & AIC Plasmatech shall apply.
10. AIC – IPR Plasmatech Innovation Foundation has the right to reject any and all applications if found not suitable.
11. Candidates not meeting the eligibility criteria shall be summarily rejected. In case of selected candidates, in case it is found at later stage that the information furnished by the candidate was false or an applicant does not fulfil any of the eligibility conditions, the candidature or employment of such applicants would be cancelled and no correspondence in this regard would be entertained. Decision of the Director/Chairman – AIC Plasmatech shall be final and binding.
12. The selected candidate joining AIC Plasmatech will not have access to schemes of IPR (e.g. CHSS, Conveyance etc.). AIC Plasmatech may have its own rules and procedures as per its prevailing HR policy which the selected candidates will have to abide by².
13. In any and all cases, the decision of Director/Chairman – AIC IPR Plasmatech Innovation Foundation shall be final and binding.