

EDII-Anna Business Incubation Research Foundation

(Registered as Section 8 Company)
University College of Engineering, BIT Campus
Anna University, Tiruchirappalli 620024



CIN:U85300TN2020NPL134510
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TAN: CHEE08269C

ADVERTISEMENT FOR OFFICE ASSISTANT POST IN EDII- ANNA BUSINESS INCUBATION RESEARCH FOUNDATION

Advt. No. AU/EDII-ABIRF/2022 Dated 13.06.2022

EDII- ANNA BUSINESS INCUBATION RESEARCH FOUNDATION

EDII-Anna Business Incubation Research Foundation, a Section 8 company of University College of Engineering, BIT Campus, Anna University, Tiruchirappalli - 620024 is inviting applications for selection of 'Office Assistant' – 1 no. for a period of one year on a temporary basis.

Qualification and Eligibility as in Annexure I attached.

Interested candidates are requested to send their detailed C.V. highlighting, the above credentials. Xerox copies of all documents necessary to substantiate credentials are to be enclosed along with the C.V.

The above may be sent with a covering letter addressed to

**The Dean cum Nodal Officer,
EDII-Anna Business Incubation Research Foundation,
University College of Engineering
Anna University, BIT Campus
Tiruchirappalli - 620 024**

in a cover super scribed as "**Application for the post of Office Assistant in EDII-ABIRF**"
on or before **30.06.2022**

Annexure - I Qualifications & Experience / Job profile:

Position	Office Assistant
Number of Vacancy	1
Educational Qualifications	8th Pass
Essential Experience	Minimum two years' experience as Peon or Office Assistant or Equivalent.
Desirable Experience	Prior experience in office assistance
Job Profile	<ul style="list-style-type: none">• Performing assigned general office clerical duties and deliver circulars etc• Coordinating events as necessary• Creating, maintaining in and out records• Establishing and operationalizing an end-to-end visitor and guest management process including transport and accommodation as required.• Ensure that the Physical security of the incubator that includes labs, workshop areas and co-working areas.• Ensure that all offices, entrances and rooms are kept clean on a daily basis• To ensure power, air conditioning, internet and telecommunication facilities are managed and maintained for continuous operation of the incubator.• Preparations and serving of refreshments as when there are visitors
Contract & Compensation	1-year contract, which could be extended based on performance, with a compensation monthly salary up to a maximum of Rs. 10,000 depending on qualification and proven experience.

**BOARD DIRECTOR
EDII-ABIRF**