

ADVERTISEMENT
(WALK-IN-INTERVIEW)

STARTUP ODISHA has been incorporated on 30th March, 2021 under the Companies Act, 2013 as a Section 8 Company to establish, develop and strengthen an enabling ecosystem for Startups and entrepreneurs in the state of Odisha.

STARTUP ODISHA intends to engage retired person from a State Govt / Central PSU or a State PSU/Corporation to work in Startup Odisha Company on contractual basis for a period of 1(one) year subject to extendable to a further period based on satisfactory performance with a consolidated remuneration as per the details mentioned below.

Sl. No	Name of the Position	No. of posts	Basic Eligibility	Jobs & Responsibilities
1	Consultant (Finance & Accounts) Age: not more than 65 years. Salary: Negotiable	01	A retired person from State Govt / State PSU / Corporation having expertise in working in senior positions in the area of Accounts, Audit, Taxation and financial planning shall be preferred. Knowledge of Tally is essential.	<ul style="list-style-type: none"> • Managing the accounts and keeping records of all payments, establishing internal controls and processes. • Coordinate with the internal auditor and statutory auditor and assist in the audit process by providing information. • Responsible for finalization of accounts and preparation of financial statements, reports • Tracking and keeping details of fund utilization and related reports • Account receivables and payables management • Complying with Banks and other organization • Work with senior management in Budget preparation. • Billing for rental fee/license fee collection etc. • Keep logbooks and operational expense/imprest accounts • Submit statutory reports and tax returns promptly and

				<p>ensure that all statutory compliances are performed</p> <ul style="list-style-type: none"> • Preparation of Annual budget.
2	<p>Consultant (Admin)</p> <p>Age: not more than 65 years.</p> <p>Salary: Negotiable</p>	01	<p>A retired person from State Govt / State PSU / Corporation having expertise in working in senior positions in managing HR, Recruitment, Legal, Logistics, procurement etc. shall be preferred.</p>	<ul style="list-style-type: none"> • Facilitating recruitment, procurement, Bringing best practices to organization. • Shall be responsible all admin, activities for organizational requirements of Startup Odisha. • Liaoning with various Govt Departments, District Officials, Vendors for effective management. • Responsible for facility management and security of OHub. • Smooth conduction of daily office operations. • Responsible for managing contractors and working with third party vendors for Civil works in coordination with senior management. • Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained. • Handle the processing of payroll, other benefits ad staff claims. • Manage vendor service agreement like expiration, renewal etc.
3	<p>Private Secretary to EC</p> <p>Age: not more than 65 years.</p> <p>Salary: Negotiable</p>	01	<p>A retired person from State Govt as Private Secretary, Principal Private Secretary having expertise in shorthand shall be preferred.</p>	<ul style="list-style-type: none"> • Follow-up with Govt Departments, fixing up of appointments, and keeping an accurate list of engagements, meetings etc for Executive Chairman. • Handling of correspondence, maintaining records, attending telephone calls and callers, preparing tour programmes for Executive Chairman.

The interested candidates may send their C.V. through e-mail to **startup.odisha@gov.in** and should appear in **walk-in- interview on 20.09.2022 at 3 PM in the Conference Hall of STARTUP ODISHA office at 1st Floor, Tower-A, Odisha Startup Incubation Centre, O-Hub, Special Economic Zone Chandaka, Bhubaneswar- 751024** . No separate interview letter will be issued and no TA/DA will be paid for appearing in the walk-in-interview.

Candidate should produce all the original documents including experience certificate and two passport size photographs along with one set of photocopies at the time of walk-in-interview. No interim correspondence will be entertained. Canvassing any form will be a disqualification and STARTUP ODISHA reserves the right either to cancel the notification or increase the number of posts; including devising in its own method in selecting the candidates.

(Evangelist)
STARTUP ODISHA