



**Startup
Odisha**

ସ୍ଟାର୍ଟଅପ୍ ଓଡ଼ିଶା

A Startup, Innovation & Entrepreneurship Promotion Organization
under MS & ME Department, Government of Odisha

Advt. No: SO/II/2022-23/76/759

Date:24.11.2022

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 (negotiable) as per the details mentioned below.

Sl. No	Name of the Position	No. of posts	Basic Eligibility	Jobs & Responsibilities
1	Chief Finance Officer 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.	<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

2nd Floor, Tower-A, Odisha Startup Incubation Centre (O-Hub)

Special Economic Zone Chandaka, Bhubaneswar -751024,

✉: startup.odisha@gov.in 🌐: www.startupodisha.gov.in ☎ Toll Free: 1800-345-7100 📞 0674-2586176/2586177

CIN : U91990OR2021NPL036045 GST No. : 21ABFCS8152E1ZK

				<p>operational expense/imprest accounts</p> <ul style="list-style-type: none"> • Submit statutory reports and tax returns promptly and ensure that all statutory compliances are performed • Preparation of Annual budget.
2	<p>Associate (Admin)</p> <p>Associate (Establishments)</p> <p>Associate (Accounts & due diligence)</p> <p>Age: not more than 65 years.</p> <p>Salary: Negotiable</p>	<p>01</p> <p>01</p> <p>01</p>	<p>A retired person from State Govt / State PSU / Corporation having expertise in working as Desk Officer / Under Secretary/Deputy Secretary from Odisha Secretariat Services or equivalent shall be preferred.</p>	<ul style="list-style-type: none"> • Assisting and handholding support for recruitment, procurement etc. • Assisting senior officials in all admin, activities for organizational requirements of Startup Odisha. • Assisting senior officials in facility management and security of OHub. • Assisting senior officials in smooth conduction of daily office operations. • Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained. • Assisting senior officials in handle the processing of payroll, other benefits and staff claims. • Assisting senior officials to manage vendor service agreement like expiration, renewal etc. • Assisting senior officials in due diligence of grants/subsidy related application. • Assisting senior officials in preparation of compliance, Assembly, RTI etc.
3	<p>Private Secretary to EC</p> <p>Age: not more than 65 years.</p> <p>Salary: Negotiable</p>	<p>01</p>	<p>A retired person from State Govt as Private Secretary, Principal Private Secretary</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.

				<ul style="list-style-type: none"> • Handling of correspondence, maintaining records, attending telephone calls and callers, preparing tour programmes for Executive Chairman.
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The interested candidates may send duly filled in application form (Annexure-A) along with their C.V. through e-mail to **startup.odisha@gov.in** and should appear in **walk-in-interview on 08.12.2022 at 2 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 in any form will be a disqualification and STARTUP ODISHA reserves the right either to cancel the notification or increase the number of positions including devising its own method of selecting the candidates.

(Chief Administrative Officer)
STARTUP ODISHA

Advertisement No: Ref. No: SO/I/2022-23/76/758

Position Applied for: Chief Finance Officer / Associate (Admin) / Associate (Establishments) / Associate (Accounts & due diligence):

Mode of recruitment: On Contract basis

Format of the Application Form

- 1) Name and address (in Block Letters):
- 2) Date of Birth (DD/MM/YYYY):
- 3) Date of retirement:
- 4) Educational Qualifications:

SI	Degree	Board / University	Result

- 5) Details of employment, in chronological order. Enclose a separate sheet duly Authenticated under your signatures if the space below is insufficient.

SI	Employer Name	Designation	Duration	Nature of job

- 6) Nature of past employment i.e. permanent/temporary/ad-hoc:
- 7) Additional information, if any, which you would like to mention in support of your suitability for the post.
This among other things may provide information with regard to
 - I. Additional academic qualifications:
 - II. Work experience over and above prescribed in the Advertisement

- 8) Whether belongs to SC/ST/OBC (if yes, please specify):
- 9) Remarks (The candidates may indicate information with regard to)
 - I. Research/publications and reports and special projects
 - II. Awards Scholarship/Official Appreciation, etc

I have carefully gone through the advertisement, and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the position.

Signature of the Applicant