



**Startup
Odisha**



ଶ୍ରୀରାଜ୍ୟ ଓଡ଼ିଶା

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

Advt. No: SO/III/2022-23/96/1919

Date:20.07.2023

**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 and enable an ecosystem for Startups and entrepreneurs in the state of Odisha.

STARTUP ODISHA intends to engage retired persons from a State Govt. / Central PSU or a State PSU/Corporation/Govt Educational Institutions to work in Startup Odisha Company on contractual basis for a period of 6 months to 12 months and may be extended subject to satisfactory performance for a further period 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 (The position /designation is subject to change as per the functional requirement of Startup Odisha.) Age: not more than 65 years. Salary: Negotiable	01	Retired Officer from State Govt. /State PSU/ Central PSU/OFS having expertise in Finance & Accounts, GST & Bill Payment & OGFR, etc.	<ul style="list-style-type: none">Ensuring smooth conduction of daily Accounts/ Finance operations.Processing of payroll, other benefits, and staff claims.Advising senior officials/authority in financial matters.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 and annual budget.Tracking and keeping details of fund utilization and related reports.

				<ul style="list-style-type: none"> • Ensuring the office is stocked with necessary supplies. • Account receivables and payables management • Complying with Banks and other organizations • Billing for rental fee/license fee collection etc. • Keep logbooks and operational expense • Submit statutory reports and tax returns promptly and ensure that all statutory compliances are performed • Budgetary Control and submission of UC with approval from Competent Authority. • Any other works allotted by the Higher Authorities.
2	<p>Consultant (Grants)</p> <p>Age: not more than 65 years.</p> <p>Salary: Negotiable</p>	01	<p>Retired Officer from State Govt. /State PSU/ Central PSU/Govt. Educational Institutions having experience in managing Govt. Schemes and monitoring policy-related activities.</p>	<ul style="list-style-type: none"> • Overall monitoring of grants and incentives section. • Scheduling of subcommittee, and board committee meetings along with preparation of agenda, minutes in timely manner. • Ensuring timely disbursement of grants to startups and incubators. • Budgeting for grants to support startups and incubators as per Startup Odisha Policy. • Preparation of progress reports related to grants and incentives for startups and incubators.

3	Sr. Associate (Admin) Age: not more than 65 years. Salary: Negotiable	01	Retired Officer from State Govt / State PSU / Corporation/ Government Educational Institutions having expertise in working as Desk Officer / Under Secretary/Deputy Secretary from Odisha Secretariat Services or equivalent shall be preferred.	<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 smooth conduction of daily office operations. • Ensuring the office is stocked with necessary supplies and all equipment is working and properly maintained. • Assisting senior officials in handling the processing of payroll, other benefits and staff claims. • Assisting senior officials in preparation of compliance, Assembly, RTI etc.
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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 recruitment@startupodisha.org.in and should appear in **walk-in-interview on 31.07.2023 at 11.30 A.M 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 of all the documents 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.

*The appointment/engagement is purely temporary and terminable at any time without prior notice and assigning any reason thereof.


(Chief Administrative Officer)

Advertisement No: Ref. No: SO/II/2022-23/96/1919

Position Applied for:

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 to be furnished in chronological order as per the format given below.
(Self-attested/authenticated copies of the relevant documents to be enclosed separately)

SI	Name of the Employer	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.

I. Additional academic qualifications:

II. Extra Work experience, if any, over and above the items mention at Sl. No.5 above.

- 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 hereby certify that the information given above are true and correct to the best of my knowledge and belief.

Signature of the Applicant