



MAHATMA GANDHI UNIVERSITY, KERALA

No.59596/AD A7-3/2023/AD A 7

Dated: 03.08.2023

**NOTIFICATION**

A walk-in-interview for the selection of the post of Project Assistant (Temporary on a contract basis) at the Business Innovation and Incubation Centre(BIIC) of Mahatma Gandhi University, Kottayam is scheduled to be conducted on 07.08.2023 at 2.30 pm at the University Head Quarters. The details are given below.

<b>Vacancy</b>	<b>Project Assistant -Technology/Management - 01 Project Assistant -Finance/Accounts - 01</b>
<b>Category (*)</b>	<b>Project Assistant -Technology/Management- OC Project Assistant - Finance/Accounts- E/B/T</b>
<b>Nature of Appointment</b>	<b>On contract basis-for a period of One Year</b>
<b>Remuneration</b>	<b>₹20,000/-(Rupees Twenty Thousand Only) per month</b>
<b>Eligibility and Experience</b>	<b><u>Project Assistant - Technology/Management:</u> MBA/B.Tech with managerial skill, Minimum 2 years of experience in business development/technology development, project management, DPR and estimate preparation, incubation/innovation, and entrepreneurship promotional activities. <u>Project Assistant - Finance/Accounts:</u> B.Com with CA or MBA - Finance, Minimum 2 Years of experience in auditing, Business development, accounting and Tally with interest towards entrepreneurship promotion activities.</b>
<b>Age</b>	<b>Not below 23 years &amp; not more than 30 Years as on 01.01.2023</b>

(\*) Abbreviation-OC-Open Competition, E/B/T/- Ezhava/Billava/Thiyya

Interested candidates having the prescribed qualification and experience may appear for a walk-in-interview at their own expense on 07.08.2023 at 2.30 pm at the Vice Chancellor's office, Mahatma Gandhi University, Athirampuzha, Kottayam with the original certificates in proof of age, caste, qualification and experience.

All the candidates are requested to report for the interview with duly filled proforma attached with this notification and self-attested copies of the original documents to

prove age, community reservation, qualifications/specialization, and additional qualifications. The candidates shall report at the ADAVII section (Inside the Academic Hall, Administrative Block (Ground Floor) of the University) at 1.30 pm on 07.08.2023 for the verification of certificates.

**Dr.Prakash Kumar B.**  
Registrar

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

**MAHATMA GANDHI UNIVERSITY**  
**PROFORMA FOR APPLICATION FOR THE POST OF**  
**PROJECT ASSISTANT at BIIC**

Name		
Address		
Phone Number		
Email id		
Name of the post		
Religion & Community		
Age & Date of birth		
<b>Essential Qualification</b>	<b>Institution/University</b>	<b>Percentage of Marks</b>
MBA/B.Tech (for Project Assistant Technology/Management)		
B.Com with CA/ MBA-Finance (for Project Assistant Finance/Accounts)		
<b>Experience</b>	<b>Details if any</b>	<b>Period and Duration</b>
Experience in Business development/technology development/ project management, DPR&Estimate preparation, incubation/innovation and entrepreneurship promotional activities. Experience in auditing, accounting and Tally with interest towards entrepreneurship promotional activities		
Any other relevant information		

**DECLARATION**

I hereby declare that all the information given above is true to the best of my knowledge and belief and I possess all the original documents to prove the claims made there in.

Place:

Signature:

Date:

Name