



GUWAHATI BIOTECH PARK

Technology Incubation Centre, Amingaon, Guwahati-781031

Website: www.guwahatibiotechpark.com
Email: careers@guwahatibiotechpark.com

Tel: 0361-2690228

Ref : GBP/6.5/2021-22/ 5034

Date: 23.01.2022

Recruitment Advertisement

Guwahati Biotech Park invites eligible candidates for the post of Finance Manager by direct recruitment on contractual basis and who fulfils the qualification and experience as stated below:

Name of the Post	Finance Manager
Number of Vacancy	1 (unreserved)
Age	Candidate should not be above 40 years as on the last date of this advertisement.
Consolidated Pay	Rs. 60000.00 per month (Negotiable for the right candidate)
Essential Qualification	MBA in Finance or PGDM in Finance or Post Graduate Degree in Commerce/Accounts. Candidates with CA/ICWA preferable
Experience	Candidates with minimum 8 years of post-qualification experience in accounting and financial management in a Government/ Autonomous Body/ Public Sector Undertaking / reputed Private Sector. Knowledge of Tally and other computerized accounting packages is required.
Brief description of the job profile	Overall matters related to Finance and Accounts

General Terms and Conditions:

1. Guwahati Biotech Park shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:
 - a) Withdraw the advertised post at any time without assigning any reason.
 - b) Fill up the post or leave it vacant and its decision in this regard shall be final.
 - c) Canvassing in any form will be treated as disqualified
 - d) Modify/cancel/withdraw any communication made to the candidate, even after appointment, if this has been the result of some inadvertent mistake either in the advertisement or the recruitment process.
 - e) Disqualify any candidate who may have been shortlisted based on wrong information provided by the candidate.
2. Persons who may have been selected/appointed based on wrong information provided by him/her may be terminated at any stage.
3. Persons who are currently employed must submit a “No Objection Certificate” from their current employer along with their application, without which their application will not be considered.
4. Appointment will be on contractual basis initially for a period of 11 months and shall be extendable for a further period based on performance.
5. No TA/DA will be paid to the candidates for appearing in the interview/test.
6. Incomplete application or application received after last date will be summarily rejected. Mere fulfillment of eligibility criteria will not confer any right to be called for interview/test.
7. Candidates may apply in the prescribed format through email to careers@guwahatibiotechpark.com or in hard copy addressed to the “Chief Executive Officer, Guwahati Biotech Park, Technology Incubation Centre, Amingaon, Guwahati-781031 within 15 days from the publication of this advertisement.

Sd/-

(KAILASH KARTHIK N, IAS)
Chief Executive Officer

