

DATE: 12.06.2022

NOTIFICATION FOR HIRING

The Tamil Nadu Technology Hub (iTNT Hub) is a Section 8 company being established under the Companies Act, 2013 by the Government of Tamil Nadu. It is India's first emerging and deeptech innovation network and works with entrepreneurs, innovators, researchers and the industry, with the support of the government, to spur innovation and create a positive impact on the world – in the process elevating the Innovation index of the state (and country).

The institution is being funded by the Government of India along with the Govt of Tamil Nadu and prominent Industry Players. Its board will be driven those from the industry. As of now, the Institute (even before launch) has close to 18 partnerships with educational institutions, 10 private sector companies, and several key international ecosystems. Therefore, all candidates will get world class experience in shaping technology leadership of Tamil Nadu and India and participate in an exciting journey.

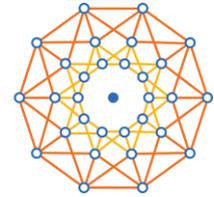
iTNT Hub has a culture of Excellence, Strong Ethics, Open mindedness and a Zero Tolerance policy towards harassment, poor work ethics or attitudes.

This is a call for applications for various posts that are open for **iTNT Hub**. Please keep an eye on our website www.tnthub.org for future openings and updates.

General Conditions of Positions

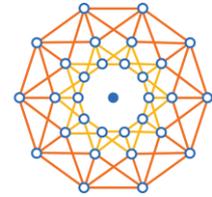
- All of the positions are based out of Chennai on a contract basis.
- All positions come with a contract period of 1 year (probation) plus 2 years extension on successful completion of probation.
- The candidates are required to join as soon as possible so preference will be given to those who can join early.

The salaries offered will be commensurate to market rates and in accordance with previous salary drawn, experience and fit to the job requirements. The following positions are open for recruitment:



1. Head, Admin and Accounts

<p>Broad Job Description</p>	<p>The Head of Finance for the iTNT Hub, will need to be a Certified CA who has at least 5 years of experience, preferably with an MBA. The role will involve managing the accounts of the iTNT Hub – and liaison with both State, Central and International Governments. Hence a strong communicator will be preferable. Should have experience managing Govt funded projects – either as part of a Govt institution, or as an Govt Funded Institution. A candidate who has previously worked with Start-ups and understands Equity and Debt Funding Models, and is passionate about entrepreneurship and value creation is a must.</p>
<p>Job Description</p>	<ul style="list-style-type: none"> • You will be responsible for the administration and accounts of the organization. • Creation of Monthly Reports in terms of financial and operational would be your responsibility • Preparation of accounts for Quarterly board meetings, and stakeholder reviews. • Managing Project-wise Utilization records for each of the stakeholders. • Keeping track of outcomes, so that they can be shared / highlighted to the board, advisors and stakeholders • Working with the Auditor and ensuring timely filing of all necessary financials with IT Dept and ROC. • Will work with a CS to ensure that the organization is compliant.



Salary Range	Up to Rs. 15L Per Annum
Qualification	With a min of 5 years of experience working in an organization with more than 20 employees, where you were responsible for payroll, accounts, statutory compliances, receivables and vendor management. Should have a valid CA Certification. Basic Understanding of Company Law (especially related to Non-Profits) will be required. Experience in Govts / Non-Profits is preferable.

Last Date to Apply : 30th June, 2022 (Before 5pm IST)

Process for selection

- Submit your CV online – you are strongly advised to highlight your qualifications and experience that is relevant to the job description and demonstrate your fit for the job.
- The application should involve a cover letter that states your intention and why you believe you will be a good fit for this role
- There will be follow up introductory calls and assessments (online or in person)
- Assignment to gauge skillset and thought process
- Interview with 2-3 decision makers
- Letter of Employment is offered
- You respond with an acceptance letter
- Joining Process and Onboarding candidate.

Note: The Process of hiring is driven by a committee, that reviews the applications keeping in mind the needs of the Organization. As such, the decision made by the Committee on evaluation will be final.

The Process takes about 30 days, and will be notified when the first shortlist is made, and will be contacted via email and phone. Candidates who choose to join, will be expected to assume charge of these responsibilities by 1st August 2022.