



AIC-KUFOS/2026/30

09-07-2026

EMPLOYMENT NOTIFICATION

Application is invited from eligible candidates for engagement to the position of Admin & Accounts Officer at AIC-KUFOS Kochi Foundation on contract basis with consolidated monthly remuneration. The appointment will initially be for a period of one year and may be extended on a yearly basis subject to satisfactory performance and organizational requirements. Details of position are given below.

Name of the Position	Admin & Accounts Officer (1 Nos)
Job Description	The Admin & Accounts Officer will manage administrative operations, accounting functions, HR processes, compliance, and institutional coordination for AIC-KUFOS Kochi Foundation. They will ensure compliance with government norms, GFR rules, and audit requirements while maintaining official records, supporting financial documentation, and assisting leadership in policy implementation and operational efficiency.
Educational Qualification & Experience:	Degree with minimum 10 years of experience (Govt./Incubation experience preferred) or MBA/MCom with 5 year experience (Govt./Incubation experience preferred) or CA/CS with 2 year Experience.
Age limit:	Not exceeding 50 years as on the last date of submission of application
Key Responsibilities:	The Admin & Accounts Officer will handle accounting functions, HR processes including recruitment, onboarding, attendance, and payroll coordination, while maintaining employee records and statutory compliance. They will manage office administration, procurement, vendor coordination, and ensure compliance with government norms, GFR rules, and audit requirements while coordinating with auditors for financial documentation. Additionally, they will maintain official records, files, and documentation systems while assisting leadership in policy implementation and operational efficiency.
Remuneration:	₹40,000 per month (consolidated)*

****The position is one-year contractual roles with a consolidated salary and no additional benefits or allowances.***

Application Process

Step 1 – Online Application: Candidates must mandatorily apply online by scanning the QR Code or visiting <https://bit.ly/44g6dP0>



Last date of submission: 22nd July 2026 before 5 PM

Important Instructions:

Applications received after 5:00 PM on the last date, or without requisite attachments and proof of claims, will not be considered and are liable to be summarily rejected. All updates regarding shortlisting, interviews, and related communications will be sent exclusively to the registered email ID, and candidates are advised to check their email regularly; the date and time of interview will also be intimated via email, and all original certificates and testimonials must be produced at the time of interview for verification. AIC-KUFOS Kochi Foundation reserves the right not to fill the post and to modify or cancel the recruitment process at any time without assigning any reason. For any queries, contact: aic@kufos.ac.in