



No. AIC-KUFOS/2026/68

30 Sept 2026

EMPLOYMENT NOTIFICATION

Applications are invited from eligible candidates for engagement to the positions of Admin & Accounts Officer at AIC-KUFOS Kochi Foundation on contract basis with consolidated monthly remuneration. The Centre, supported by the Atal Innovation Mission (AIM), NITI Aayog, aims to foster and strengthen the startup ecosystem in the fisheries and allied sectors. The appointments 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 the position are given below.

Name of the Position	Admin & Accounts Officer (1 Position)
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 8 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:	Rs. 50,000 per month (consolidated)*
Last Date	13 October 2026

****All these positions are one-year contractual roles with a consolidated salary and no additional benefits or allowances.***

Application Process

Online Application: Candidates must mandatorily apply online by visiting www.aickufos.com/careers

[Click here to Apply](#)

Important Instructions:

1. Applications received without requisite attachments and proof of claims will be summarily rejected.
2. All updates regarding shortlisting, interviews, and related communications will be sent only to the registered email ID. Applicants must check their email regularly for updates.
3. All original documents must be produced at the time of interview for verification. The date and time of the interview will be intimated via email.
4. AIC-KUFOS Kochi Foundation reserves the right not to fill the post and to modify or cancel the recruitment process at any time without furnishing any reason.
5. For any queries, contact us at: ceo.aic@kufos.ac.in