



AIC SMUTBI
SIKKIM MANIPAL UNIVERSITY

AIC-SMU Technology Business Incubation Foundation (AIC-SMUTBI) is set up as one of the 100 world-class incubators envisioned by the Atal Innovation Mission, NITI Aayog Government of India in September 2018. It is the first Atal Incubation Centre in North-East India that nurtures and incubates early-stage entrepreneurial ventures

Position	Qualification	Experience & Skills
Finance Manager	<ul style="list-style-type: none">• Minimum - Graduate/Postgraduate in B. Com / M. Com (Commerce/Finance)• MBA (Finance) will be added advantage.• Should be less than 35 years of age	<ul style="list-style-type: none">• Minimum 2+ years of experience in finance and accounting, preferably in government or donor-funded projects• Strong working knowledge of PFMS and government fund flow mechanisms.• Experience in handling government schemes, grants, and utilization reporting.• Good understanding of GST, TDS, and statutory compliance requirements.• Familiarity with MCA compliance and regulatory filings.• Strong financial reporting, analytical, and documentation skills.

Key Responsibilities:

- Manage day-to-day accounting operations, including journal entries and ledger maintenance.
- Prepare bank reconciliation statements and monitor fund flow across accounts.
- Handle government grants and project funds, ensuring proper utilization and reporting.
- Assist in budget preparation, forecasting, and financial reporting for project activities.
- Ensure compliance with government financial rules, GST, TDS, and statutory regulations.
- Maintain proper financial documentation for audits, utilization certificates (UCs), and reporting.

APPLICATION PROCESS

Interested candidates may email their CV at contact@smutbi.com by **April 10,2026**

Work Location: AIC-SMUTBI, Sikkim Manipal Institute of Technology Campus, Majitar, Rangpo, Sikkim (33 kms from Gangtok, Sikkim)



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Position	Qualification	Experience & Eligibility
Program Manager	B.Tech / Postgraduate in Science / Engineering or MBA (Marketing)	<ul style="list-style-type: none">• Minimum 2 years' experience in startup ecosystem, incubators, accelerators, or venture capital firms• Experience in designing and executing startup/acceleration programs• Exposure to Government schemes and program management• Age: Below 35 years

Key Responsibilities:

- Design and execute end-to-end startup and acceleration programs
- Build partnerships with corporates, PSUs, and government organizations
- Develop programs in Corporate Innovation & Corporate Venture Capital
- Plan and execute marketing strategies with department leadership

APPLICATION PROCESS

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**SIKKIM MANIPAL UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
INVITES APPLICATIONS FOR THE POSITION OF ASSISTANT PROFESSOR IN COMPUTER APPLICATIONS
(Full Time and Campus Based)**

Educational Qualification	Experience
As per AICTE norms (M.Sc. & NET qualified or PhD in Mathematics)	-Freshers can apply - 2 years' teaching experience at the UG/PG level is desirable.

- Candidates holding Ph.D or who have submitted their thesis will be given preference

APPLICATION PROCESS

Interested candidates may email their CV at priyanka.s@smims.smu.edu.in by **April 20,2026**

Contact No: 7001773188

Work Location: Centre for Distance and Online Education (CDOE), Sikkim Manipal Institute of Technology Campus, Majhitar, Rangpo, Sikkim (On the way from Siliguri to Gangtok, 33 kms from Gangtok and 80 kms from Siliguri).



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**SIKKIM MANIPAL UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
INVITES APPLICATIONS FOR THE POSITION OF JUNIOR ASSISTANT
(Full Time and Campus Based)**

Educational Qualification	Experience
Minimum Graduate from any discipline. Certification in shorthand and DTP is desirable.	Should have a good knowledge and good command in English for drafting official documents (circular/ ION/Notice/ Notifications/ MoM etc.) Should have good knowledge in MS Office, MS Excel and basic computer operations. Good typing speed is desirable

The Junior Assistant will be responsible:

- To take dictation.
- To prepare and maintain office records, documents, and reports.
- To execute routine office tasks such as filing, photocopying, scanning, typing and maintaining both incoming and outgoing correspondence such as letters/emails etc.
- To ensure availability of office supplies and raise requisitions when necessary.
- Any other responsibilities assigned by competent authority.

APPLICATION PROCESS

Interested candidates may email their CV at priyanka.s@smims.smu.edu.in by **April 15,2026**

Contact No-7001773188

Work Location: Centre for Distance and Online Education (CDOE), Sikkim Manipal Institute of Technology Campus, Majhitar, Rangpo, Sikkim (On the way from Siliguri to Gangtok, 33 kms from Gangtok and 80 kms from Siliguri).