



**EDII-Periyakulam Horti-Business Incubation Forum (EDII – PHBIF)**

**Horticultural College and Research Institute  
TAMIL NADU AGRICULTURAL UNIVERSITY  
Periyakulam – 625 604, Tamil Nadu, India**

Registered as Section 8 Company

Certificate of Incorporation No. U01820TN2018NPL123939, Dated 02nd August, 2018



**No. Nodal Officer / HC & RI / PKM / EDII-PHBIF / Recruitment Notification /2022**

**Notification**

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Applications are invited for the following consolidated post under EDII – Periyakulam HortiBusiness Incubation Forum (EDII – PHBIF); a section 8 company established at HC & RI, Campus, Periyakulam.

<b>Name of the Post</b>	<b>Number of Vacancy</b>	<b>Pay per Month (Rs)</b>
Accountant	1	15000

Eligible qualifications for the post, roles and responsibilities are provided in the annexure.

**How to Apply:** Submit a letter of application in English and Curriculum Vitae with details of name and contact details, education, work experience, professional skills, etc., and names and contact addresses (including phone number/ fax/ e-mail) of three referees and a recent passport size photograph on or before **17.08.2022 to [ediitnaupkm@gmail.com](mailto:ediitnaupkm@gmail.com)**. Wherever necessary enclose attested / self attested photocopies of certificates / testimonials of supporting documents.

Sd/-

**Dean & Nodal Officer,  
EDII-PHBIF**



[ediitnaupkm@gmail.com](mailto:ediitnaupkm@gmail.com),  
[ceo@ediiphbif.org](mailto:ceo@ediiphbif.org)



[www.ediiphbif.org](http://www.ediiphbif.org)

## **Annexure I**

### **Recruitment under EDII-PHBIF Qualifications and Responsibilities**

#### **1. Accountant : One Post**

##### **Essential qualification**

Bachelors or Masters Degree in Commerce/Accounts related courses with minimum one year experience in the relevant field.

##### **Desirable Qualification**

- Experience in account related roles in Banking/ FPOs/FPC or any other organization
- The individual is required to be a proactive in managing ledger,
- Liasoning with company auditor and manage proper filings as per Company act
- Possess knowledge on GST and Companies Act
- Ability to work as part of team and liaise with several stakeholders in a friendly and professional manner.

##### **Roles & Responsibilities**

- Maintaining accounts for EDII PHBIF as per the requirements of the company
- Managing Stock and Inventory
- Submitting accounts to company auditor in time and manage RoC filings in time.
- Managing purchase of Machineries or Infrastructure based on the guidelines given.
- Giving reports related to accounts to EDII PHBIF and Funding Agency