



INNOVATE • INCUBATE • IMPACT

VNIT VENTURES VAULT FOUNDATION

(Technology Business Incubator & A Section 8 Company of VNIT, Nagpur)

Opening for Incubation Centre Office Assistant

Administrative & Office Support | Full-Time (on V3F pay roll) | On-Site
Last Date to Apply: 25th July 2026

VNIT Ventures Vault Foundation (V3F) is inviting applications for the position of Office Assistant to support day-to-day office operations, visitor facilitation, meeting readiness, documentation support, and event logistics at the V3F office, VNIT Nagpur.

ABOUT V3F

VNIT Ventures Vault Foundation (V3F) is the incubation centre of Visvesvaraya National Institute of Technology (VNIT), Nagpur – a Section 8 not-for-profit company established to nurture startups, student innovators, and entrepreneurs. V3F provides incubation support, mentorship, infrastructure, funding linkages, and ecosystem access by drawing on the academic and research strengths of VNIT Nagpur. Guided by its motto – **Innovate, Incubate, Impact** – V3F is committed to building a vibrant innovation and entrepreneurship ecosystem in Central India.

POSITION SUMMARY

Job Title	Office Assistant – Administrative & Office Support
Number of Positions	01 (One)
Company	VNIT Ventures Vault Foundation (V3F), a Section 8 Not-for-Profit Company
Location	Nagpur, Maharashtra
Address	V3F, 3rd Floor, New Library Building, VNIT Campus, South Ambazari Road, Nagpur – 440010
Reporting Authority	Chief Operating Officer (COO), V3F/Authorised Reporting Officer
Employment Type	Full-time, on-site engagement based at the V3F office, VNIT Nagpur
Remuneration	As per candidate profile, experience, and prevailing industry standards
Application Link:	https://forms.gle/AAZ9ef8avx5s3d657



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ROLE PURPOSE

The Office Assistant will be responsible for maintaining the V3F office in a clean, organised, welcoming, and ready-to-use condition at all times. The role requires a dependable, disciplined, and service-oriented individual who can manage office cleaning, housekeeping, hospitality support, basic documentation assistance, and day-to-day office support activities.

The Office Assistant will also support staff and management in maintaining workspaces and meeting rooms, arranging events and programs, handling startup-related requirements, managing visitors, and providing other routine office assistance as needed.

KEY RESPONSIBILITIES

1. Office Upkeep & Facilities Support

- Maintain cleanliness, orderliness, and professional upkeep of the V3F office premises, meeting areas, pantry, and common spaces.
- Prepare and reset meeting rooms, conference rooms, and office spaces before and after meetings, official visits, workshops, and events.
- Ensure that the office is clean, organised, and ready for daily operations, visitors, and official programs.
- Monitor daily-use materials such as stationery, pantry items, drinking water, and office supplies, and inform the reporting officer whenever replenishment is required.

2. Hospitality & Visitor Support

- Serve tea, coffee, water, and refreshments to guests, officials, staff, startup founders, mentors, investors, and visitors as required.
- Receive visitors courteously and guide them to the appropriate person, office area, or meeting room.
- Maintain a polite, presentable, and professional approach while interacting with guests, officials, startups, and other stakeholders.
- Support basic visitor management by ensuring guests are attended to properly, and the reception/meeting area remains presentable.



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KEY RESPONSIBILITIES (CONTINUED)

3. Administrative & Documentation Assistance

- Assist with handling office files, documents, couriers, inward/outward registers, and basic record movement.
- Support photocopying, printing, scanning, binding, filing, and arrangement of official documents as instructed.
- Handle office materials and documents responsibly, maintaining confidentiality and care at all times.

4. Meetings, Events & Logistics Support

- Assist the V3F team during meetings, workshops, mentoring sessions, investor connects, startup programs, and official events.
- Support event arrangements including seating, stationery, banners, refreshments, display materials, registration desk support, and basic logistics.
- Coordinate with housekeeping, security, vendors, and other campus support teams for smooth execution of office and event requirements.

5. General Office Support

- Support the day-to-day functioning of the incubation centre as assigned by the reporting officer or the V3F team.
- Assist with movement of materials, basic office errands within the campus, and routine support activities required for smooth office operations.
- Perform any other office support responsibility assigned from time to time in line with the nature of the role.

QUALIFICATIONS & EXPERIENCE

Requirement	Details
Minimum Qualification	12th pass or equivalent
Experience	Prior experience in office assistance, housekeeping support, pantry services, or administrative support preferred
Work Location	V3F Office, VNIT Campus, Nagpur
Engagement	Full-time, on-site



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- Basic understanding of office discipline, cleanliness, punctuality, and professional conduct is expected.
- Ability to understand and follow instructions carefully is essential.
- Basic familiarity with office equipment such as a printer, scanner, photocopier, and binding machine will be an added advantage.
- Candidates should be willing to work on-site and extend support during V3F programs, official visits, and events whenever required.

KEY COMPETENCIES

- Polite, professional, and presentable conduct.
- Punctuality, reliability, responsibility, and ownership towards assigned work.
- Service-oriented attitude with willingness to support guests, staff, founders, and stakeholders.
- Ability to maintain confidentiality while handling office files, documents, and official communication.
- Teamwork, discipline, and readiness to support office and event-related activities.

INSTRUCTIONS TO APPLY

Interested candidates must submit their application with an updated resume and relevant experience details to the application link mentioned in the Position Summary above before the last date of submission.

Please note:

Only shortlisted candidates will be contacted for the selection process at V3F, VNIT Nagpur. The final designation and compensation will be based on the candidate's experience, suitability, and V3F's selection process and committee's recommendations.