

**NIELAN-TECHNOLOGY BUSINESS INCUBATOR
ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH (IIMR)**

**WALK-IN-INTERVIEW
Advertisement No. Nielan-TBI/01/2018**

President NIELAN-TBI invites eligible and interested candidates for engagement of the following posts as per the details given below against each post to be filled on contractual basis under the project entitled “**Nesting Incubation and Entrepreneurship through Leveraging Agri-innovations in Nutricereals-Technology Business Incubator (NIELAN-TBI)**” website address: www.tbi-iimr.org funded by Department of Science and Technology, Government of India. The appointment in the project is purely on temporary basis, initially for a period of one year and will be extended on yearly basis on satisfaction of his/her work or till the validity of the project.

1. **INCUBATION MANAGER (one post) with monthly remuneration of Rs.50,000/- and annual raise of 10%. Additional remuneration for exceptionally qualified and with proven experience is considered.**

Essential Qualifications and Experience (60 marks)

(1) MBA degree with Entrepreneurial nature, 3-4 years industry experience (Agri sector preferred), (2) Track record of running programs and managing people, (3) Ability to analyze businesses and their potential growth, (4) Experience with Startup Ecosystem or been a founder or initial employees of startup gets extra points, (5) Prior experience at incubators or investment firms is preferred, (6) Skills in documentation and proficiency in English is an added advantage. Age limit: 45 years.

Key Responsibilities

Coordinate with Executive Management in helping setup infrastructure, process and program for a strong Incubation offering, Work with students, Faculty and Management to ensure entrepreneurship and innovation become an integral part of our system, Attract, Identify and select potential incubates/startups for the incubation program, Define, build and finalize client agreements and all other compliance work around incubators and startups, Assist startups in the areas of strategy, business plan development, market analysis, company registrations, Understand requirements of startups and build a mentoring relationship through the mentor pool, Define deliverables, their timelines and monitor progress of startups, Develop and maintain relationships with ecosystem enablers, investors, Government bodies, service companies, Sign MoUs and build networks with key partners that will strengthen the incubator, Promote IIMR to attract the best startups and help build and shape the brand image, Plan for ongoing events around Startups to make IIMR a hub for startups. In addition, any other job CEO assigns from time to time.

Interview Criterion, out of 100 points, shall be as follows

- (a) Experience evaluation (40%)
- (b) Educational qualifications (20%)
- (c) Interview (40%)

Preparation for interview

Candidates may come prepared with your vision in brief with a definite revenue generation plan the next five years for submitting it to the panel for discussion.

How to Apply

The eligible and interested persons may attend the **Walk-in-Interview on 15 May 2018 at 10.00 a.m.** along with their detailed bio-data and self attested copies of their qualification and experience and one passport size photograph. They must produce their originals certificates for verification at the time of interview, failing which the applicant will not be admitted for interview. No TA/DA is admissible for attending the interview.

2. **EXECUTIVE SECRETARY (one post): with monthly remuneration of Rs.30,000/- with annual raise 10%. Additional remuneration for exceptionally qualified and with proven experience is considered.**

Essential Qualifications and Experience

The applicant should have a degree. He/she should be proficient in Typewriting. He / She should have 40/60 w.p.m. speed in typing, and shorthand with 5 years of secretarial experience. He/ She should be proficient in English and well acquainted with soft skills in MS office. Age Limit: 40 years.

Job Description

The incumbent will receive, direct and a relay telephone messages and fax messages, maintain the general filing system and file all correspondence, assist in the planning and preparation of meetings, conferences and conference telephone calls, make preparations for the same and coordinate with the administrative team, maintain an adequate inventory of office suppliers, look into and respond to the correspondences, maintain the schedule etc.

The incumbent should have good communication skills in English. He / She will be responsible for complete executive secretarial functions and general administrative functions and to maintain liaison with the respective both external and internal officials, possess high professional skills in typewriting and preparing minutes of meetings, be able to handle travel bookings, visa processing etc., possess more than 5 years rich experience in independent handling all facets of executive secretarial activities related to Chief Executive Officer.

How to Apply

The eligible and interested persons may attend the **Walk-in-Interview on 02 May 2018 at 10.00 a.m.** along with their detailed bio-data and self attested copies of their qualification and experience and one passport size photograph. They must produce their originals certificates for verification at the time of interview, failing which the applicant will not be admitted for interview. No TA/DA is admissible for attending the interview.

General conditions for both the posts:

1. Candidates are advised to give specific, relevant, correct and full information. All original certificates/documents in support of information furnished in the resume/bio-data to be produced at the time of interview failing which you may be disqualified for appearing interview.
2. Canvassing in any form or bringing outside influence will disqualify the candidates for being considered for the position.
3. All future correspondence will be sent through email only.
5. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application.
6. NIELAN TBI reserves the right to cancel this advertisement/recruitment without assigning any reason at any stage of recruitment process or consider applicant for any lower position.

Chief Executive Officer