



**Sher-e-Kashmir**  
**University of Agricultural Sciences and Technology of Kashmir**  
**SKUAST-Kashmir Innovation Incubation & Entrepreneurship (SKIIE) Centre**




No:Au/D(P&M)/2023/I-21/ 444-46

Dated 06-06-2023

**Advertisement Notice**

Applications are invited from eligible Indian nationals for filling-up the following contractual positions of the SKUAST-Kashmir Innovation Incubation & Entrepreneurship (SKIIE) Centre under the support of Department of Science & Technology (DST) for Establishment of inclusive Technology Business Incubator, i-TBI, (NIDHI Scheme). Details regarding Role, Functions, Eligibility Criteria and remunerations etc are available on the University website [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in). The interest eligible candidates are required to send their applications in prescribed format alongwith CV on [skii centre@skuastkashmir.ac.in](mailto:skii centre@skuastkashmir.ac.in) latest by 20-06-2023. The positions are purely contractual and co-terminus with the project. The date of interview shall be notified separately.

  
(Prof. H. R. Naik)

Director Planning & Monitoring

Position	No. of Positions	Salary per month (Lakhs)	Essential Qualification & Experience/ Desirable/ Role/Responsibilities
Chief Executive Officer (CEO)	01	1.00	Details available on <a href="http://www.skuastkashmir.ac.in">www.skuastkashmir.ac.in</a>
Business Manager	01	0.50	
Investment Manager	01	0.50	
Technical Associate	01	0.26	
Office Associate	01	0.25	

**Application format**

1	Name of the position applied for																	
2	Name of the Candidate																	
3	Residential Address																	
4	Telephone number (especially Landline / functional mobile no )																	
5	Date of Birth																	
6	Qualifications (a) Essential																	
	<table border="1" style="width: 100%;"><thead><tr><th>Degree</th><th>University</th><th>Subjects</th><th>% marks</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Degree	University	Subjects	% marks													
Degree	University	Subjects	% marks															
	(b) Special Skills																	
7	Curriculum Vitae	Attachment (2-3 pages)																

**Copy to:**

- T/c ARIS for uploading on university website.
- SVC for kind information of Hon'ble Vice Chancellor.
- PRO for wide publication.



**Contractual Staff Positions for the project "NIDHI-Inclusive Technology Business Incubator" i-TBI at Sher-e-Kashmir University of Agricultural Sciences & Technology.**

Position	Essential Qualification & Experience:	Desirable	Role/Responsibilities
<p><b>Chief Executive Officer (CEO): (01)</b>  <b>Salary: 1.0 Lakh</b>                      (Age: Not more than 40 years)</p>	<ul style="list-style-type: none"> <li>• Master of Business Administration in Agri-Business Management /Horti-Business Management/Marketing/ Entrepreneurship from any accredited and nationally reputed institute/ University.</li> <li>• Five years of work experience, with at least 3 years of experience in Incubation Centre/Innovation Cell, either as Startup Mentor/Business Development Analyst.</li> <li>• Certified Design Thinking Professional from any government Institute.</li> <li>• Mentored at least 10 registered Startups and helped them to raise or secured funds/grants from various funding sources.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience of not less than 3 years</b> as Business Development analyst/Business Manager in any reputed Institute/ government Organisation.</li> <li>• Certified Design Thinking Professional from any recognised training Institute/ Organisation.</li> <li>• <b>Should Possess a full proof evidence of mentoring</b> the early-stage startups / innovators in any recognised organisation or incubation centre.</li> <li>• Should have a good hand in <b>preparation of DPR's / Policies or Business Models (BMC).</b></li> </ul>	<ul style="list-style-type: none"> <li>• Shall report to the Director in-charge of (SKIIE) Incubation Centre and collaborate with university officers/team for seamless implementation of incubation related decisions and strategies.</li> <li>• To lead all operations of the incubator, give it strategic direction, build and scale incubation programs, outreach programs, measure impact, as well as collaborate with national and global ecosystems to employ best practices.</li> <li>• Steering the early-stage start-ups to growth stage enterprises in due course of time and make the incubator sustainable.</li> <li>• Forge partnership with academia, industry, other existing incubators, and angel/seed funding institutions in India and abroad for the start-ups to leverage.</li> <li>• Assist the incubatee in creating a sustainable, scalable, and profitable business model by imparting training and mentorship.</li> <li>• Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.</li> </ul>



<p><b>Business Manager: (01)</b> Salary: 50.0k (Age: Not more than 40 years)</p>	<ul style="list-style-type: none"> <li>MBA in Marketing/ ABM/ HBM/ Industrial Management with relevant business managerial work experience.</li> <li>OR</li> <li>MCA/ MTech IT/Electronics</li> <li>Minimum 3 years of experience in working with entrepreneurs, start-ups, Tinkering labs, Patent offices and incubators.</li> <li>Expertise in Design &amp; Dies cum Fabrication Lab set up.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of not less than 2 years as Business Development analyst/ Business Manager in any reputed government or Private Institute/ Organisation.</li> <li>Expertise in designing &amp; managing Incubation and Acceleration programs with providing high-quality coaching and advisory support to aspirants.</li> <li>Experience of Filing Patents, registration of new Startups etc</li> </ul>	<ul style="list-style-type: none"> <li>Assisting CEO of the Incubator development and execution of the strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs and start-ups</li> <li>Overall strategic planning and implementation along with strategic and operational guidance to the aspirants and overall qualitative setup of innovation ecosystem.</li> <li>Compilation and preparation of Market research/ marketing and Finance feasibility reports.</li> <li>To cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce &amp; industries, state &amp; central government, and angel investors.</li> <li>Functional activities under Patent Cell.</li> </ul>
<p><b>Investment Manager (01)</b> Salary: 50.0k (Age: Not more than 40 years)</p>	<ul style="list-style-type: none"> <li>MBA in Finance with 2 years of Experience as Investment Manager/ Finance Manager in any reputed organisation.</li> <li>OR</li> <li>Certified Chartered Financial Analyst from reputed institute/ university with 3 years of experience in investment</li> </ul>	<ul style="list-style-type: none"> <li>Proof of raising funds and investment for any organisation or startups.</li> <li>Experience to evaluate markets, companies, and technologies.</li> <li>Experience as a financial analyst, portfolio manager, or investment banker and investment analyst will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>The person will be primarily responsible to support all functions related to managing investments by the incubation centre for the corpus of funds created by i-TBI SKIIE Centre.</li> <li>Assisting CEO of the Incubator.</li> <li>Portfolio management &amp; fund operations</li> <li>Due diligence of Startups,</li> </ul>



<p><b>Technical Associate: (01)</b>  <b>Salary: 26.0k</b>  <b>(Age: Not more than 40 years)</b></p>	<p>network organisation (angels/ VCs).</p>	<ul style="list-style-type: none"> <li>• Understanding of Agriculture &amp; allied sector industries/ markets.</li> <li>• Experience of Filing Patents, registration of new Startups etc</li> </ul>	<ul style="list-style-type: none"> <li>• Transaction execution, documentation process and preparing and maintaining of financial records.</li> <li>• Preparing reports for external agencies and managing data for internal review processes.</li> <li>• Networking and promotional activities to attract CSR and other investments</li> <li>• Establishing partnerships with academic/ institutional partners and onboarding investors.</li> <li>• Post investment support to portfolio companies.</li> </ul>
	<ul style="list-style-type: none"> <li>• A Graduate with minimum 2 years of experience in office administration from any organisation/Institute.</li> <li>• Proven track record in office &amp; project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills on the use of office software packages such as Tally, MS Word, Excel, Accounting software and Power Point.</li> <li>• Experience in the preparation and implementation of quarterly/annual working plans; financial transactions, budgetary workloads, salaries, bank transfers &amp; monitoring etc.</li> </ul>	<ul style="list-style-type: none"> <li>• He/she has to undertake all the administrative matters assigned by the authorities.</li> <li>• He/she has to report to the Director and CEO In charge time to time for effective working of the incubation centre.</li> <li>• Preparation of Market intelligence, Business analytics &amp; Financial reports and helping the incubates in financial matters as well time to time.</li> <li>• He/she shall be familiarized to maintain the official records for various projects both in paper and electronically; to maintain the files of all the personnel, consultants and stakeholders; to manage the staff attendance, time records, salaries and other welfares.</li> </ul>



**Office Associate (01)**

**Salary: 25.0k**

**(Age: Not more than 40 years)**

- 10+2 with minimum 3 years of working experience in an educational organization /industry.
- Excellent verbal, written and digital communication skills in English.

- Experience and a good hand on e-office.
- Well versed with the installation of software's and updates time to time for smooth working of the office systems.
- Should possess experience in Handling the guests/ incubates /officers etc.

- He/she will responsible for the front desk support to the Centre; keeping front desk tidy and presentable and addressing complaints, receive/send letters, packages etc; monitoring and drafting official correspondence.
- He/she has to communicate proactively wide telephone, internet and other communication mediums with the incubates, industries and aspirants.
- To undertake all the official matters as and when assigned by the respective authorities