

**ADVERTISEMENT NO. 01-AIC/2024
(WALK-IN INTRERVIEW)**

Applications are invited from eligible and interested candidates to work under a Project at “ATAL INCUBATION CENTRE (AIC),” CSIR-IIIM, Branch Lab, Srinagar under “AIC-IIIM Bio-Innovation Foundation”. Responsibilities includes managing incubator and supporting Start-ups & Entrepreneurship at CSIR-IIIM, Branch Lab, Srinagar. The following positions shall be filled up through walk-in interview:

Position Code	Name & No. of Position(s)	Essential Qualification(s)	Desirable Qualification(s)	Upper Age Limit	Monthly Emoluments (₹)
AIC-01	CEO [01 Position]	i) B.E./B.Tech. or Masters’ Degree in Sciences or Ph.D in Biological Sciences/Life Sciences/Chemical Sciences or a related subject. and ii) At least 5 years’ proven experience in Entrepreneurship/ Business Development/ Networking/ Industry Outreach/ Skill Development.	i) Masters in Business Administration/ Management(MBA/MBM) with at least 55% marks and ii) Experience in working with Start-ups, technology transfer, Product Marketing, Developing relationships with Industries/ Universities/ Government Bodies, experience in conducting training programs	50 years	₹75,000/- (Initial higher start can be considered for exceptionally meritorious candidate)
AIC-02	Business Manager [01 Position]	i) Masters’ Degree in Sciences and MBA with at least 55% marks in both the degrees and ii) At least 1 year’s experience working with start-ups and entrepreneurship development, content writing, a compilation of Scientific findings, Public relations, and developing relationships with Industries/ Universities/Govt. Bodies with sufficient knowledge of Computer Operations, particularly in MS Office.	Preference will be given to the candidates having experience in managing incubation facility including scientific knowledge and experience in handling science driven start-ups.	45 years	₹50,000/- (Initial higher start can be considered for exceptionally meritorious candidate)
AIC-03	Project Assistant [01 Position]	M.Sc./B.Tech. in Biological Sciences from a recognized University or equivalent with at least 55% marks.	i) Preference will be given to the candidates having hands-on experience in analytical equipments, managing and maintaining incubator labs. and ii) Adequate knowledge of Computer Operations particularly in MS Office.	35 years	₹30,000/- (Consolidated)
AIC-04	Office Assistant [01 Position]	i) Graduate Degree with minimum 55% marks and ii) Minimum 01 year’s proven experience in office administration from any Govt./Private/R&D Organization and having command over MS Office tools.	i) Handling of Scientific documentation, Data entry operations, Maintenance of Records, Skill Development Training Programs. and ii) Adequate knowledge of Computer Operations particularly in MS Office.	30 years	₹25,000/- (Consolidated)
AIC-05	Office Boy [01 Position]	Matric/10 th Pass with minimum 55% marks.	i) Experience in assisting office functioning/management. and ii) Adequate knowledge of Computer Operations particularly in MS Office.	28 years	₹16,000/- (Consolidated)

IMPORTANT INSTRUCTIONS

1. The positions are purely temporary and co-terminus with the project. The engagements shall be initially for a period of one year or till the project duration, whichever is earlier. The engagements shall be extend-able on yearly basis subject to performance review and project duration. The duration of the project is up to **27.02.2028**.
2. Age will be reckoned as on the date of the Interview. Age relaxation for SC/ST/OBC/PWD candidates as per Project provisions. Candidates belonging to these categories should bring the certificates in the prescribed format issued by the appropriate authority as per the latest instructions issued on the subject.
3. Age relaxation for Widows, Divorced Women, and Women Judicially separated from Husbands who have not remarried since, as per Project provisions.
4. The walk-in interviews shall be held from **09:30 AM onwards** at **CSIR-IIIM, Branch Lab, Sanat Nagar, Srinagar**, as per the following schedule:

Position Code	Date of Interview
AIC-03, AIC-04, AIC-05	06.08.2024
AIC-01, AIC-02	07.08.2024

5. **All the candidates are advised to download the application form attached with the advertisement and send a duly filled-in scanned copy in PDF format to mahmad@iiim.res.in by or before 05:00 PM on 05.08.2024. Any application received after the scheduled date and time shall not be entertained for walk-in interview.**
6. **The applicants (who have applied within stipulated date and time) must bring duly filled-in application form along with certificates in original as well as self-attested photocopies on the date of walk-in interview.**
7. In case a large number of candidates turn up for walk-in interview, the Screening Committee may re-visit the screening criteria and short-list the candidates for walk-in interview in proportion to the available vacancies.
8. Candidate has the option to interact in English/Hindi before the Selection Committee.
9. In case the final certificates reflect CGPA/SGPA/OGPA Grades, the candidate should convert the same into an equivalent percentage as per the approved formula of the University in the Application Form, and a copy of such conversion must be attached along with the application form.
10. To avoid any inconvenience, only those candidates who strictly fulfil the eligibility criteria and possess the degrees/mark sheets in the subjects above should apply for the interview.
11. Upon selection/empanelment, the original documents, including eligibility qualification, DOB, caste, and age relaxation certificate, will be verified; if any discrepancy is found, the selection/empanelment shall stand cancelled.
12. No TA/DA will be paid for attending the walk-in interview.

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

For any queries, please email: Dr. Muzamil Ahmad [mahmad@iiim.res.in]

Project Investigator
AIC-IIIM Bio-Innovation Foundation



ATAL INCUBATION CENTRE
CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
Branch Lab, Sanat Nagar, Srinagar - 190005 (UT of J&K)



ATAL INNOVATION MISSION

APPLICATION FORM
ADVERTISEMENT NO. 01-AIC/2024

Affix recent
passport sized
photograph signed
across in full

To be filled in by the candidate in his/her own handwriting. All the columns should be properly filled in. Incomplete application form will be rejected summarily.

1. Position Code & Name of Position : _____
2. Name of the Candidate (in Block Letters) : _____
3. Gender : _____
4. Religion : _____
5. Father's Name : _____
7. Date of Birth : _____
8. Age as on 07.08.2024 : ___ Years ___ Months ___ Days
9. Correspondence Address : _____

10. Permanent Address : _____

11. Email Id : _____
12. Mobile No. : _____
13. Category (Attach self-attested certificate in support of claim) : Gen SC ST OBC
14. Whether Physically Handicapped? : _____
15. Whether any close relative is employed in IIIM/CSIR or any of its National Lab/Institute? : _____

16. Details of Educational Qualifications:

Qualification (10 th onwards)	Examination Name	Board/University	Passing Year	Percentage	Division

17. Experience Details:

Name & Address of Employer	Post Held	Pay Scale	Date (from)	Date (to)	Nature of Duties Performed

18. Any other relevant information:

Declaration: I _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

Date: _____

Candidate's Signature

Place: _____

Full Name